

# City of Weatherford, Texas

## FY16 Adopted General City Budget





This budget will raise more total property taxes than last year’s budget by \$707,183, or 7.8%. Of that amount, 194,799 is tax revenue to be raised from new property added to the tax roll this year.

The members of the governing body voted on the budget as follows:

- For:** Mayor—Dennis Hooks  
Councilmember, Place 1—Jeff Robinson  
Councilmember, Place 3, Dale Fleege  
Councilmember, Place 4—Craig Swancy

**Against:** Councilmember, Place 2—Heidi Wilder

**Present and not voting:** None.

**Absent:** None.

**Property Tax Rate Comparison**

	<b>2015-2016</b>	<b>2014-2015</b>
Property Tax Rate	\$0.4866/100	\$0.4866/100
*Effective Tax Rate	\$0.4596/100	\$0.4574/100
*Effective Maintenance & Operations Tax		
Rate	\$0.2880/100	\$0.2858/100
Rollback Tax Rate	\$0.5130/100	\$0.5016/100
Debt Rate	\$0.1716/100	\$0.1716/100
Total debt obligation for City of Weather-		
ford secured by property taxes	\$ 63,985,000	\$ 67,210,000

\*Due to the City of Weatherford’s local option sales tax in lieu of property tax, as authorized and governed by Title 3, Subtitle C., Chapter 321 of the Texas Local Government Code, calculations for the City’s rollback property tax rate include an adjustment for sales taxes collected on the local option. This essentially includes a separate calculation of a new effective maintenance and operations rate of 0.4828 cents/\$100 valuation. For more information on how this local option affects the tax rate, please see the Effective and Rollback Tax Rate Calculations in the appendix of this document, or visit <http://texasahead.org/lga/98-721.pdf> .





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Weatherford  
Texas**

For the Fiscal Year Beginning

**October 1, 2014**

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Weatherford, TX for its annual budget for the fiscal year beginning October 1, 2014. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

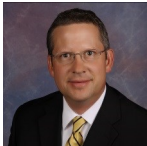


## City Council



### Mayor

Dennis Hooks



### Place 1

Jeff Robinson



### Place 3

Dale Fleege



### Place 2

Heidi Wilder



### Place 4

Craig Swancy

## City Administration/Appointed Officials

Sharon Hayes	City Manager
James Hotopp	Assistant City Manager
Diana Allen	Director, Human Resources
Steve Bates	Director, Municipal & Community Services
Craig Farmer	Director, Planning & Development
Shannon Goodman	Director, Parks & Recreation
Chris Accardo	Director, Library Services
Troy Garvin	Director, Information Technology
Terry Hughes	Director, Capital Transportation Projects
Brad Burnett	Chief Financial Officer
Mike Manning	Chief of Police
Malinda Nowell	City Secretary
Paul Rust	Fire Chief



## Welcome to Weatherford, Texas

The City of Weatherford, incorporated in 1858, adopted its original charter and became a home-rule city in 1918. Located 25 miles west of Fort Worth, Weatherford serves as the seat of Parker County. Weatherford occupies a land area of 26.5 square miles and includes an estimated population of 27,769 (est. from the Census Bureau).

The city is operated under the Council-Manager form of government. Policy-making and legislative authority are vested in a governing council consisting of a Mayor and four council members. The City Council is responsible for passing ordinances, adopting the budget, appointing boards and committees, and hiring the City Manager, Municipal Court Judge, and City Attorney. The Mayor and council members are elected on a non-partisan, at-large basis for staggered three-year terms.

The City Manager is responsible for carrying out the policies and ordinances of the City Council, overseeing the daily operations of the city, and appointing the heads of various departments. The city provides a full range of services including public safety, street maintenance, sanitation, parks and recreation facilities, and a public library.

The board of trustees of the municipal utility system, consisting of the Mayor, two council members, and four trustees appointed by the Council, exercises management control over the electric, water, and wastewater systems that serve the city and much of the area extending from the city to and around the Weatherford Water Supply Reservoir located approximately five miles northeast of the city. The City Manager is also responsible for all utility operations and reports directly to the Municipal Utility Board.

The annual budget serves as the foundation for the city's financial planning and control. This document consists of the following major sections:

**Introduction:** A general introduction to the document including the City Manager's message.

**Budget Overview:** Information about the financial and organizational structure of the city, a summary of the budget, and details about the budget process, the environment and priorities under which this budget was developed, and the city's long-term and strategic planning initiatives.

**General Fund:** Information regarding the city's primary operating fund, which includes the major functions of local government such as administration, police, fire, streets, and parks programs.

**Solid Waste Fund:** Information regarding the city's sanitation department.

**Other Funds:** Information regarding the variety of other smaller programs and services which are funded by special, dedicated, or restricted revenue sources.

**Debt Service:** Information regarding the city's outstanding debt obligations and repayment schedules.

**Capital Projects:** Information regarding the various capital improvement programs currently underway.

**Appendices:** A glossary and the city's financial policy statements.



# Weatherford Facts & Figures

## City Government

Year Founded	1855
Incorporated	1858
Charter Adopted	1918
Form of Government	Council-Manager

## Physiographic

Land Area (sq. mi.)	26.52
Long/Lat Range	32.759 ° N / 97.797° W

### Public Parkland

City Parks: *Cartwright, Cherry, Holland Lake, Marshal, McGratton, Miller, Love Street, Soldier Springs*

Trails: *Town Creek Hike & Bike Trail*

### Lake Weatherford

Pool Elevation (ft.)	896
Surface Area (acres)	1,158
Maximum Depth (ft.)	39

### Weather

Annual Rainfall (in)	34.7
Avg Low Temperature	50.7° F
Avg High Temperature	75.8° F
Record High (Jun 1980)	119° F
Record Low (Dec 1989)	-10° F

## Demographic (Census Bureau)

### Population Totals

2000	19,000
2005	23,050
2010	25,250
2014 (Est.)	27,769
Change since 2010	10%

### By Sex (2010)

Male/Female	48.1%/51.9%
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### By Race/Ethnicity (2010)

White, non-Hispanic	81.2%
Hispanic or Latino	13.6%
Black	2.4%
Other	2.8%

### Age Distribution (years)

0-4	7%
5-19	22.6%
20-64	54.5%
65+	15.9%

### Income (2009-2013)

Median Household	\$49,899
Below Poverty Level	13.6%

### Other (2009-2013)

Households	10,064
Persons per Household	2.47



## Education

### Weatherford ISD Enrollment (2014)

K-6	4,316
7-8	1,191
9-12	2,227

### Weatherford College Enrollment

Total Enrollment	5,676
Male/Female (%)	39/61

### Educational Attainment (25 years and older)

High School Graduates	89.4%
Bachelor's Degree or Higher	24.9%

## Employment

Civilian Labor Force	12,822
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### Unemployment Rate

Average Annual (2014)	4.2%
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### Top Employers

Weatherford ISD	945
Weatherford Regional Medical Center	585
Parker County	485
City of Weatherford	356
Wal-Mart	350
Weatherford College	298
C.D. Hartnett	276

## Economic

### Business & Retail (2007)

Avg # of monthly Sales Tax Payers	2,383
Sales Tax Remitted	\$10.56m
Increase/Decrease from 2013	+6%
Retail sales tax per capita	\$406

### Housing

Median value, owner-occupied home	\$150,702
Single-Family Building Permits (October 2013—September 2014)	177
Additions/Remodel/Residential Accessory Permits (October 2013—September 2014)	204

### Tourism

Hotels and Beds & Breakfasts	23
Meeting/Event Spaces	8
Attractions: <i>Chandor Gardens, Clark Gardens, Greenwood Farm, Sheriff's Posse Rodeo, Farmer's Market, Doss Heritage &amp; Cultural Center, Greenwood Cemetery, Museum of the Americas, First Monday Grounds</i>	
Special Events: <i>Weatherford Blooms, Sheriff's Posse Rodeo, Peach Festival, Hometown Heritage Stampede, Christmas on the Square</i>	



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## Changes from Proposed Budget

The City Manager's budget proposal was presented to the City Council on August 11, 2015. In addition to funding for existing programs and services, it also included a variety of supplemental items recommended for funding. During the budget work sessions and other public meetings, the City Council recommended some minor adjustments to the budget. These adjustments are summarized below:

### General Fund

#### City Administration

Added

- \$77,050 for General Fund Grants (one-time)
  - Freedom House: \$20,000
  - Manna Storehouse: \$10,000
  - Crossroads Ministry: \$6,000
  - Center of Hope: \$6,050
  - Parker Co. Committee on Aging: \$35,000

### Hotel Motel Tax Fund

Added

- \$131,400 to the Weatherford Chamber of Commerce.
- \$30,000 to the Doss Heritage & Cultural Center.

The aforementioned changes are reflected in the remainder of this document, with the exception of the City Manager's Message, which remains unchanged from its original form as submitted on August 11, 2015

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## City Manager's Message

**August 11, 2015**

**To: Honorable Mayor and Weatherford City Council Members**

In accordance with Chapter 102 of the Local Government Code and the City of Weatherford Code of Ordinances, Title 1, Chapter 8, Section 1-8-5 (g), the FY16 proposed budget is hereby submitted for review and consideration. The budget that follows will provide for operations and maintenance of the City of Weatherford from October 1, 2015, through September 30, 2016. It has been developed under the principles and guidance of sound budgeting practices. Said practices assure that revenues are realistically estimated to cover the cost of essential utility services while leaving a prudent amount of fund balance for emergency or unforeseen circumstances.

### Purpose of the Budget

This proposed budget serves as the Annual Operating Plan of the City of Weatherford. It establishes levels of service, determines the allocation of municipal resources, and acts as an operational tool and planning guide. Most importantly, it is a statement about the values and goals of our community. The budget process is the primary time during which staff, citizens, and the City Council engage in a conversation about how to allocate our limited resources towards the objectives that have been laid out.

At this time last year, major revenue sources were setting new peaks since the beginning of the Great Recession. Although the City was still facing many large obstacles to having fully funded service levels, the FY15 budget process offered staff and Council an opportunity to increase annual street maintenance funding in accordance with recommended levels, offer a modest compensation package for city employees, and begin focusing on a long-term solution for the General Fund's fleet while diversifying the City's revenue stream. These goals were possible due primarily to two major actions taken on our revenue: first, the property

tax rate was raised 2.3 cents, bringing the General Fund approximately \$400,000 of increased revenue. This revenue was dedicated to ongoing fleet funding, street maintenance, keeping benefits level, and hiring a new PR Coordinator to market the City. Second, staff implemented a policy of budgeting for sales tax, whereby only a portion of sales tax would be used for ongoing operations, while the remainder would be used for non-recurring expenditures. Keeping this policy helps mitigate the problems inherent in relying heavily on sales tax for operations.

As we entered this fiscal year, the City was on its third year of its newly adopted Strategic Plan. This plan was the outcome of months of evaluation of the city's strategic position following years of budget cuts and has been used to chart a new course for Weatherford. In February of this year, staff engaged Council to update and clarify this plan in preparation for the budget process. The outcome of that discussion was a list of twelve basic priorities on which staff should focus its efforts. These priorities have created a map for navigating the FY16 budget process:

- Conduct a citizen's survey
- Upgrade infrastructure
- Convene a capital advisory committee
- Evaluate resources put toward "Non-Resident" services
- Prepare a new comprehensive plan
- Explore new revenue opportunities
- Focus on developing Downtown, 1<sup>st</sup> Monday, and York Avenue
- Improve tourism and marketing for the City of Weatherford
- Ensure quality development
- Focus on the City's internal needs
- Focus on revitalizing transportation within the City of Weatherford
- Revitalize the City's Library, focusing on renovation of current facilities and, if feasible, expansion

While current resources are unable to make headway on all



priorities, the FY16 proposed budget does touch on a number of them. This proposal offers two proposals to begin consistent funding for two areas of our City's financial portfolio: setting up a long-term fleet funding solution and setting aside dollars to help alleviate the burden of costs associated with the city's substantial number of employees currently eligible for retirement. Other focuses include increased focus on facilities maintenance, utilizing a revise ESD #3 interlocal agreement to make improvements in Fire Services, and continuing the development of the First Monday grounds at Heritage Park.

## Budget Overview

Budgeted expenditures for all funds of the City of Weatherford for FY15 total \$43,909,964, and are allocated as follows:

Group	Proposed Budget	% of Total
General Fund	\$30,335,115	69%
Debt Service Fund	\$6,541,212	15%
Solid Waste Fund	\$2,736,090	6%
Special Revenue Funds	\$2,487,048	6%
Stormwater Utility Fund	\$1,260,500	3%
Capital Projects Funds	\$550,000	1%
	<b>\$43,909,964</b>	<b>100%</b>

The General Fund, accounting for 69% of the total budget, funds the primary operating departments of the city, including police, fire, street maintenance, parks and recreation, libraries, and various other community services and administrative offices. The Capital Projects funds, accounting for approximately 1%, appropriates funding for continued development of First Monday grounds at Heritage Park, paid for through landfill royalties. Funds budgeted for capital projects do not re-appropriate funds already obligated for particular projects by City Council. Funds presented in this budget for appropriation are unobligated funds that are not already appropriated and under construction.

The annual debt service requirements on the city's general obligation debt make up 15% of proposed expenditures. Operation of solid waste collections, stormwater utility, Chandor Gardens, and various other funds make up the remaining 15% of the budget.

## Budget Process Methodology

The FY16 budget process remains largely unchanged from last year. Departments were directed to submit a line-item budget that held their costs at the same operational level that was adopted in the current budget and submit any requests above that amount individually, with justification, and ranked according to their priorities.

In preparing their budget requests, staff was directed to keep the aforementioned strategic priorities of the City Council in mind.

## General Fund

With this budget proposal, the General Fund will maintain its 120 day fund balance, with the help of budgeted increases in two key revenue areas: sales tax and property tax. These increases come from favorable economic circumstances, as property values have experienced a sharp increase and sales tax receipts have come in significantly higher than at this time in FY14. The City will still meet its requirement of the newly enacted sales tax methodology. While the sales tax baseline is increasing by \$550,000 year-

\* Only new costs are budgeted for capital project funds in this document; unspent funds are rolled forward at the close of the fiscal year. Additionally, this is the original transmittal letter for the budget, which includes the original submitted budgets for FY15.

over-year, this baseline is still below the running 3-year average in sales tax receipts, and it provides significant cushion, with a delta of 7.1% between the baseline and the full sales tax projection. This increase will fund ongoing fleet maintenance costs, provide recurring funding for retiree payouts, help keep street maintenance funding consistent with inflation, and increase our facilities maintenance budget.

Council will find a few noticeable structural changes to this year's proposed budget. The first is to move the First Monday department (previously budgeted in the General Fund) into its own fund. Associated revenues, including a transfer from the General Fund, are budgeted in the Heritage Park Events Fund, and all proceeds from Heritage Park events will be placed in this fund for future use. Additionally, a Vehicle and Equipment Replacement Fund is budgeted to be set up in FY16, designated for the ongoing replacement of rolling stock in the General Fund. A large portion of the General Fund's accumulated sales tax will be placed in the fund to replace numerous older vehicles over a two-year period. At the time of replacement, these vehicles will be placed on an ongoing rotation, and departments will deposit dollars into this fund annually for the eventual replacement of said vehicles.

Finally, the Emergency Management Coordinator will be moving from the Fire Department into the City Manager's Office, and those costs will be reflected in the budget as well.

### ***Focus Areas***

As mentioned earlier, staff looked to the newly revised strategic plan as a guideline for this budget's direction. Significant focus was placed on taking care of internal needs of the City, such as a fleet funding solution, keeping street maintenance funding consistent with inflationary pressures, and increasing ongoing budget for facilities maintenance improvements and repairs.

Per Council direction, staff worked to hold health insurance costs flat with the current year's budget. Unfortunately, this

meant the elimination of one of the City's plans in order to cut those costs down. Future budgets will have to balance this cost-saving mechanism with staff morale and insurance needs.

Maintaining a competitive pay scale is integral to attracting and retaining quality employees. In the previous year, the Human Resources department measured employees' salaries against the regional market and found that several were below that market, most notably in Police and Fire. The response was to implement market adjustments for those employees, which were implemented in FY15. While the City had the resources to go ahead with the majority of these adjustments, a portion of them had to be deferred until future years, particularly with the Fire Department. This proposal includes remaining adjustments to better align salaries with the market, while also providing another modest, 2% cost-of-living increase to remaining employees. The total amount of these adjustments is around \$487,000.

### ***Additional Staffing***

This proposal also includes requests for strategic staffing increases. The first of these is to add three firefighters to the Fire Department. In previous years, staffing here was reduced due to budgetary needs. However, staff estimates that the renewed interlocal agreement with ESD #4 would bring in approximately \$422,000 in new revenue. Staff proposes to use this revenue to add the firefighters as well as fund large portions of the requested salary increases. These three firefighters would enable the department to be fully staffed at all stations, with four firefighters per shift.

Additionally, staff would like to add one Animal Care Technician to the Animal Shelter. This position would be dedicated to working with the shelter's contract veterinarian. Under the current contract, the veterinarian provides his own technician. However, he will no longer be able to provide that service. Adding this position would fulfill that need, as well as cleaning kennels, caring for the animals in the City's custody, and tending to health-related issues on a full-time basis.

Staff is also requesting to add a contracted Court Marshall to assist in tracking down warrants for the Municipal Court.

This proposal comes with the request to reclassify the Court's Bailiff to a full-time Court Marshall. There is no cost to that reclassification, but it does require adding a part-time/contract Marshall to work with our personnel and ensure their safety when tracking down warrants. The cost of this would be \$26,000 in ongoing dollars and \$5,000 one-time dollars. The Court believes the position will pay for itself through collections on the warrants, as the City does not currently have a position dedicated to it. Therefore, in the proposed budget, this is paid for through a projected increase in fine revenue.

The remaining requested full-time position would serve in an administrative role for the Economic Development Department. This position previously existed but was removed from the budget several years ago. Due to the workload in the department, staff feels the time has come to reinstate this position. Duties assigned would be to provide clerical assistance with documentation, record retention, and meeting management.

Finally, several key part-time and seasonal positions are in this proposal. The first of them is in Street Maintenance. Our Public Works Department would like to fund two summer traffic maintenance workers to assist current staff in their busy time of year. This would cost a total of around \$23,000. Additionally, the Office of Management and Budget would like to add funding for a graduate-level intern. Given the workload in this office, having a part-time intern would alleviate some of the administrative work required of the Budget and Strategic Planning Manager. Similarly, the City Manager's Office would like to add a part-time assistant for our PR Coordinator as well. Finally, during FY15 the City had funded an assistant for Consumer Health on a one-time basis. That position has helped tremendously, and staff is requesting to make it permanent.

A detailed listing of all decision packages can be found in the appendix, and pages for each department and division include a list of major changes.

## Hotel Occupancy Tax Fund and Chandor Gardens

The Chandor Gardens Fund relies on several sources of revenue to fund its operations. One such source is its facility rental fees, which are charged as the Gardens and its associated buildings are rented out for private use. Unfortunately, these fees have been decreasing substantially over the past several years. This revenue peaked in 2008, at a total of \$156,000. Since that time, subsequent year/over/year declines have led to this budget being reduced to \$60,000 in FY16. This trend along with an increase in maintenance for the gardens and its associated buildings has led to a larger portion of the operational budget being subsidized by the Hotel/Motel Fund. In FY16, the transfer from the Hotel Occupancy Tax Fund to Chandor Gardens must increase from \$234,000 to \$318,000. For reference, in Chandor Gardens' peak year for facility rental revenue, this transfer was only \$65,000.

## Looking Forward

Although a lot will be accomplished through this proposal, there is still much to be done. Attempting to contain health insurance costs are an important part of maintaining Weatherford's financial health, but future budgets will have to weigh the cost of that insurance with the cost of employee retention. Similarly, while we have been fortunate enough to be able to fund 2% cost-of-living increase and market adjustments in the previous years, not every budget year will bring the same opportunity.

If the fleet proposal is approved, it would be the first step in a long road for creating a sustainable, long-term funding plan for fleet replacements. While not every vehicle owned by the City is appropriate for long-term, ongoing funding, large apparatus and emergency vehicles should be on a replacement schedule. This will help ensure consistent service levels and safe operations for Weatherford personnel, as well as prevent major purchases from hitting in one year. In future budgets, staff intends to continue to make progress in this area for the health of city operations.



Similar to Weatherford's aging fleet, our workforce comes with a liability that staff would be remiss to ignore. As employees retire, the City pays portions of unused sick and vacation hours. In some cases, the bill for one of these payouts can be substantial. In order to mitigate the burden of several of these payouts hitting in any given fiscal year, staff has set up a plan to put aside \$150,000 annually. Therefore, as these employees retire, the General Fund can rely on accumulated reserves for any large associated costs. Keeping a close eye on this liability will help dictate the level of this reserve for future years.

In conclusion, I wish to thank each department director and supervisor who spent many hours in the preparation of this budget. I especially wish to thank Assistant City Manager James Hotopp, who provided invaluable assistance during this process. The City of Weatherford has achieved great things during the current fiscal year. With the leadership of the City Council, we will continue taking steps in the right direction toward providing outstanding services at the best possible cost.

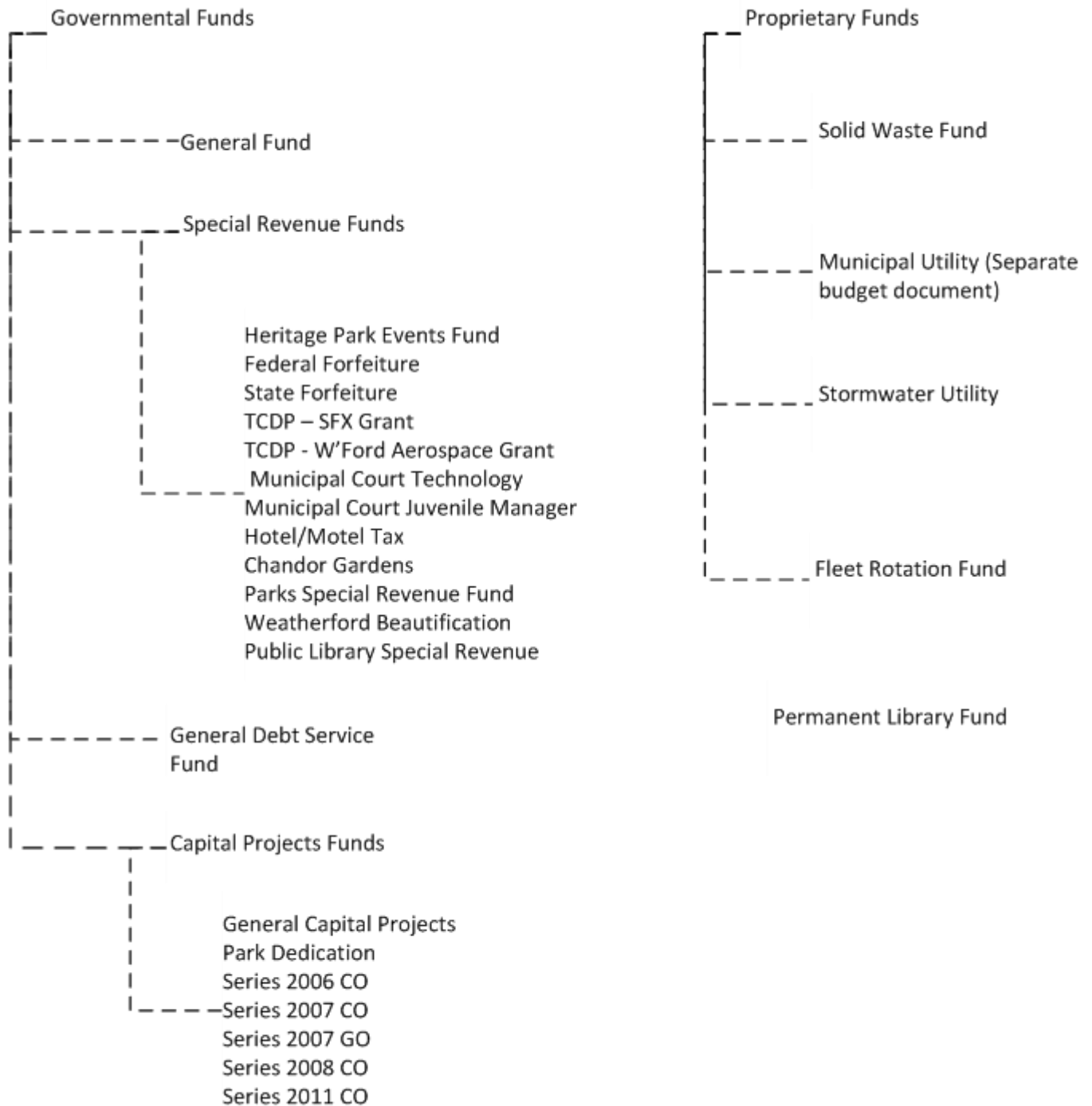
Respectfully submitted,

Sharon Hayes  
City Manager

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# Fund Structure\*



\* The above are all appropriated funds.



# Organizational Structure



# Fund Descriptions

**General Fund** - this fund is responsible for all general city operations, including Parks & Recreation, Police, Fire, Finance, Municipal Court, Code Enforcement, Planning & Development, and all internal service departments. It is primarily funded through sales tax, property tax, and utility gross receipts and return on investment.

**Heritage Park Events Fund** - this fund is set up to account for all expenditures and proceeds from events at the Heritage Park event grounds.

**State Forfeiture Fund** - this fund is used to account for funds received from the District Attorney's office that have been seized and confiscated during criminal prosecution. These funds are restricted, and may only be used for law enforcement operations.

**Federal Forfeiture Fund** - as with the State Forfeiture Fund, this fund is used to account for funds received from the District Attorney's office that have been seized and confiscated during criminal prosecution. These funds are restricted, and may only be used for law enforcement operations.

**Weatherford Beautification Fund** - this fund is used to account for donations received by the City for beautification projects administered by the Keep Weatherford Beautiful Board.

**Parks Special Revenue** - this fund accounts for the purchase of, and debt service on, a new lighting system at the Soldier Springs sports complex.

**Park Dedication Fund** - this fund is used to account for the use of Park Dedication Fees, which are restricted for the development and improvement of the parks system.

**TCDP—Weatherford Aerospace Grant Fund** - this fund was established for the receipt and reimbursement of lease payments from Weatherford Aerospace to the Texas Community Development Program.

**TCDP—SFX Grant Fund** - this fund was established for the receipt and reimbursement of lease payments from SFX Design, Inc. to the Texas Community Development Program.

**Municipal Court Technology Fund** - this fund was established by action of the City Council (Ordinance 1999-40), as authorized by Article 102-0172 of the Texas Code of Criminal Procedure, to account for a \$4.00 fee assessed on each misdemeanor conviction for the purchase of technological enhancements for the Municipal Court.

**Municipal Court Building Security Fund** - this fund was established by action of the City Council (Ordinance 336-2008-10), as authorized by Article 102-017 of the Texas Code of Criminal Procedure, to account for a \$3.00 fee assessed on each misdemeanor conviction for the purpose of providing security to the Municipal Court.

**Municipal Court Juvenile Case Manager Fund** - this fund was established by action of the City Council (Ordinance 46-2009-43), as authorized by Article 102-0174 of the Texas Code of Criminal Procedure, to account for a \$5.00 fee assessed on each misdemeanor conviction to finance the salary and benefits of a juvenile case manager employed by the City as defined under the Code of Criminal Procedure Article 45.0596.

**Hotel/Motel Tax Fund** - this fund is used to account for the City's hotel/motel occupancy tax that is legally restricted by state law for use in convention center facilities, promotion of tourism, encouragement and promotion of the arts, and historical restoration or preservation per Weatherford Code of Ordinances Article 5 Chapter 6 (Ordinance 3-76) as allowed by Texas Tax Code Chapter 351.

\* The above are all appropriated funds.

**Chandor Gardens Fund** - this fund is used to account for the maintenance and operations of Chandor Gardens. Operations are funded through facility rental and tour fees, as well as hotel/motel tax funds.

**Library Special Revenue Fund** - this fund is used to account for donations to the public library and profits from the coin-operated copiers in the library, which are restricted for use at the public library.

**Animal Shelter Special Revenue Fund** - this fund is used to account for donations received for improvements to the Animal Shelter.

**General Debt Service Fund** - this fund is used to make principle and interest payments on the City's outstanding debt.

**Capital Projects Funds** - these funds are used to account for the acquisition and construction of major capital facilities other than those financed by proprietary and trust funds. Budgets are approved by project. Other than the General Capital Projects Fund, all capital projects funds are financed through debt.

**Solid Waste Enterprise Fund** - this fund is used to account for the business-type activity of sanitation collection. Revenues are recorded when available and measurable, and expenses are recorded when the liability is incurred. This fund is primarily financed through service charges.

**Stormwater Utility Fund** - this special revenue fund was set up in early 2013, and is used to account for projects related to drainage and stormwater management. It is financed through the newly levied stormwater fee.

**Doss Permanent Library Fund** - this fund is used to account for a \$50,000 endowment to the Library System, and only the interest earnings are available for use by the Library Department.

**Fleet Rotation Fund** - this fund accounts for purchases of major vehicles and equipment that are on the City's replacement schedule. These purchases are funded through transfers from other departments.

# Fund Descriptions

Funds	City Admin- istration	City Attorney	City Council	Economic Development	Finance	Fire Services	Human Resources	Information Technology
General Fund	X	X	X	X	X	X	X	X
State Forfeiture								
Federal Forfeiture								
Weatherford Beautification								
Park Special Revenue								
Park Dedication								
TCDP - W'ford Aerospace Grant								
TCDP - SFX Grant								
Municipal Court Technology					X			
Municipal Court Building Security					X			
Municipal Court Juvenile Case Mg					X			
Hotel/Motel Tax								
Chandor Gardens								
Library Special Revenue								
Animal Shelter Special Revenue								
General Debt Service Fund								
Capital Projects Funds								
Solid Waste Enterprise Fund								
Heritage Park Events Fund								
Fleet Rotation Fund						X		X
Stormwater Utility Fund								
Doss Permanent Library Fund								

The table above denotes which departments are funded through each fund.



Funds	Library	Municipal & Community Services	Non Departmental	Parks & Recreation	Planning & Development	Police Services	Transportation & Public Works
General Fund	X	X	X	X	X	X	X
State Forfeiture						X	
Federal Forfeiture						X	
Weatherford Beautification				X			
Park Special Revenue				X			
Park Dedication				X			
TCDP - W'ford Aerospace Grant							
TCDP - SFX Grant							
Municipal Court Technology							
Municipal Court Building Security							
Municipal Court Juvenile Case Mg							
Hotel/Motel Tax				X	X		
Chandor Gardens				X			
Library Special Revenue	X						
Animal Shelter Special Revenue		X					
General Debt Service Fund							
Capital Projects Funds							X
Solid Waste Enterprise Fund							X
Heritage Park Events Fund				X			
Fleet Rotation Fund		X		X	X	X	X
Stormwater Utility Fund							X
Doss Permanent Library Fund	X						

# Combined Budget Summary—All Funds

## Total Budgeted Resources

	FY14 Actuals	FY15 Budget	FY15 Estimated	FY16 Budget
Beginning Fund Balance	32,515,065	36,240,852	31,755,620	25,818,643
Major Revenues				
Property Taxes	8,730,390	9,218,483	9,209,156	9,889,849
Sales Taxes	10,591,223	10,100,000	11,100,000	11,173,000
Other Taxes	1,442,064	1,419,000	1,605,002	1,544,935
Licenses	491,268	526,002	574,422	590,108
Intragovernmental Revenue	626,683	523,489	576,547	971,603
Service Charges	4,081,689	4,060,119	4,181,384	4,488,019
Fines & Forfeitures	501,605	515,000	470,236	537,362
Miscellaneous Revenue	1,297,564	2,867,625	10,875,018	1,134,426
Transfers & Other Sources	13,819,702	7,421,055	7,560,291	7,494,198
Intergovernmental Services	6,237,130	6,294,478	7,134,727	6,333,745
Total Revenues	47,819,318	42,945,251	53,286,782	44,157,244
Major Expenses				
Personnel	20,385,068	20,901,957	21,238,406	22,476,029
Supplies/Maintenance	2,863,520	3,256,304	3,257,966	3,395,200
Contractual	12,546,282	14,227,213	22,421,982	15,492,127
Capital Outlay	14,684,396	12,807,521	11,702,411	2,785,059
Total Expenses	50,479,266	51,192,995	58,620,764	44,148,415
Surplus/(Deficit)	(2,659,948)	(8,247,744)	(5,333,982)	8,829
Ending Fund Balance	29,855,116	27,993,108	26,421,637	25,827,473

### *Note about Decline in Overall Fund Balance*

The reader will observe that the FY15 budget and estimated fund balance in the above graph declines by between \$8.2 million and \$5.3 million. The primary reason for this is the expense of accumulated bond proceeds from the mid to late 2000's, all of which are earmarked for street improvements. During FY15, the City budgeted to spend the remainder of these proceeds (between \$7 million and \$8 million) during that year. For more information, please see the Explanation of Fund Balances on the next page, as well as the Capital Projects section of this budget document.

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# Combined Budget Summary—All Funds

	Estimated Undesignated Fund Balance	Estimated Revenues	Transfers from Other Funds
<b>General Fund</b>	10,346,989	23,816,268	5,311,620
<b>Special Revenue Funds</b>			
State Forfeiture	73,213	10,060	-
Federal Forfeiture	464,105	30,500	-
Weatherford Beautification	2,402	-	-
Park Special Revenue	42,925	25,000	-
Park Dedication	204,947	100,100	-
TCDP - W'ford Aerospace Grant	-	13,875	-
TCDP - SFX Grant	1,864	22,368	-
Municipal Court Technology	54,468	13,020	-
Municipal Court Building Security	36,700	10,030	-
Municipal Court Juvenile Case Mg	3,565	32,922	-
*Hotel/Motel Tax	802,271	690,435	-
Chandor Gardens	75,815	68,800	354,097
Fleet Rotation Fund	-	-	932,044
Heritage Park Events Fund	-	133,720	45,400
Library Special Revenue	92,764	13,750	-
Animal Shelter Special Revenue	88,125	29,050	-
<b>General Debt Service Fund</b>	8,448,892	7,569,994	280,437
<b>Capital Projects Funds</b>			
General Capital Projects	3,336,492	66,000	550,000
Various TxDOT Project Funds**	8,399	-	-
<b>Solid Waste Enterprise Fund</b>	1,684,709	2,777,239	-
<b>Stormwater Utility Fund</b>	603,094	1,260,500	-
<b>Doss Permanent Library Fund</b>	49,998	15	-
	26,421,737	36,683,646	7,473,598

- \*\*Only new costs are budgeted for capital project funds in this document; unspent funds are rolled forward at the close of the fiscal year.
- \*The Hotel/Motel Tax Fund will designate \$550,000 of its fund balance in FY15 for the future costs of debt payments, thereby reducing the total available fund balance.

	Available Resources	Estimated Expenditures	Transfers to Other Funds	Estimated Undesignated Ending Fund Balance
<b>General Fund</b>	39,474,877	29,271,432	1,140,733	9,062,712
<b>Special Revenue Funds</b>				
State Forfeiture	83,273	15,000	-	68,273
Federal Forfeiture	494,605	240,000	-	254,605
Weatherford Beautification	2,402	2,402	-	-
Park Special Revenue	67,925	-	-	67,925
Park Dedication	305,047	204,947	-	100,100
TCDP - W'ford Aerospace Grant	13,875	13,875	-	-
TCDP - SFX Grant	24,232	22,368	-	1,864
Municipal Court Technology	67,488	15,000	-	52,488
Municipal Court Building Security	46,730	10,030	-	36,700
Municipal Court Juvenile Case Mg	36,487	36,487	-	-
*Hotel/Motel Tax	1,492,706	336,015	446,781	709,911
Chandor Gardens	498,712	403,672	-	95,040
Fleet Rotation Fund	932,044	604,071	-	327,973
Heritage Park Events Fund	179,120	178,912	-	208
Library Special Revenue	106,514	30,750	-	75,764
Animal Shelter Special Revenue	117,175	88,125	-	29,050
<b>General Debt Service Fund</b>	16,299,323	6,541,212	-	9,758,112
<b>Capital Projects Funds</b>				
General Capital Projects	3,952,492	550,000	-	3,402,492
Various TxDOT Project Funds*	8,399	-	-	8,399
<b>Solid Waste Enterprise Fund</b>	4,461,948	1,644,600	1,091,490	1,725,857
<b>Stormwater Utility Fund</b>	1,863,594	1,260,500	-	603,094
<b>Doss Permanent Library Fund</b>	50,013	-	13	50,000
	70,578,981	41,469,398	2,679,017	26,430,567



# Combined Budget Summary—All Funds

	General Fund	State Forfeiture	Federal Forfeiture	Weatherford Beautification	Park Special Revenue	Park Dedication
Beginning Fund Balance	10,346,989	73,213	464,105	2,402	42,925	204,947
Major Revenues						
Property Taxes	6,424,155	-	-	-	-	-
Sales Taxes	11,173,000	-	-	-	-	-
Other Taxes	855,000	-	-	-	-	-
Licenses	587,608	-	-	-	-	-
Intragovernmental Revenue	971,603	-	-	-	-	-
Service Charges	903,280	-	-	-	-	-
Fines & Forfeitures	481,440	-	-	-	-	-
Miscellaneous Revenue	271,838	60	500	-	25,000	100,100
Transfers & Other Sources	5,311,620	-	-	-	-	-
Intergovernmental Services	2,148,345	10,000	30,000	-	-	-
Total Revenues	29,127,888	10,060	30,500	-	25,000	100,100
Major Expenses						
Personnel	21,159,271	-	-	-	-	-
Supplies/Maintenance	2,755,356	-	90,000	2,402	-	-
Contractual	6,241,267	15,000	-	-	-	-
Capital Outlay	256,271	-	150,000	-	-	204,947
Total Expenses	30,412,165	15,000	240,000	2,402	-	204,947
Surplus/(Deficit)	(1,284,277)	(4,940)	(209,500)	(2,402)	25,000	(104,847)
Ending Fund Balance	9,062,712	68,273	254,605	-	67,925	100,100

	TCDP - W'ford Aero- space Grant	TCDP - SFX Grant	Municipal Court Technolo- gy	Municipal Court Building Security	Municipal Court Ju- venile Case Mg	Hotel/ Motel Tax	Chandor Gardens	Library Special Revenue
Beginning Fund Balance	-	1,864	54,468	36,700	3,565	802,271	75,815	92,764
Major Revenues								
Property Taxes	-	-	-	-	-	-	-	-
Sales Taxes	-	-	-	-	-	-	-	-
Other Taxes	-	-	-	-	-	689,935	-	-
Licenses	-	-	-	-	-	-	-	-
Intragovernmental Revenue	-	-	-	-	-	-	-	-
Service Charges	-	-	-	-	-	-	67,000	10,500
Fines & Forfeitures	-	-	13,000	10,000	32,922	-	-	-
Miscellaneous Revenue	13,875	22,368	20	30	-	500	1,800	3,250
Transfers & Other Sources	-	-	-	-	-	-	354,097	-
Intergovernmental Services	-	-	-	-	-	-	-	-
Total Revenues	13,875	22,368	13,020	10,030	32,922	690,435	422,897	13,750
Major Expenses								
Personnel	-	-	-	-	22,000	32,293	253,072	-
Supplies/Maintenance	-	-	8,000	8,530	14,487	37,450	50,050	\$ 20,000
Contractual	13,875	22,368	7,000	1,500	-	713,053	100,550	10,750
Capital Outlay	-	-	-	-	-	-	-	-
Total Expenses	13,875	22,368	15,000	10,030	36,487	782,796	403,672	30,750
Surplus/(Deficit)	-	-	(1,980)	-	(3,565)	(92,361)	19,225	(17,000)
Ending Fund Balance	-	1,864	52,488	36,700	-	709,910	95,040	75,764

# Combined Budget Summary—All Funds

	Animal Shelter Special Revenue	General Debt Service Fund	Capital Projects Funds	Solid Waste Enterprise Fund	Stormwater Utility Fund	Permanent Library Fund	Fleet Rotation	Heritage Park
Beginning Fund Balance	88,125	8,448,892	3,336,492	8,399	1,684,709	49,998	-	-
Major Revenues								
Property Taxes	-	3,465,694	-	-	-	-	-	-
Sales Taxes	-	-	-	-	-	-	-	-
Other Taxes	-	-	-	-	-	-	-	-
Licenses	-	-	-	1,500	-	-	-	1,000
Intragovern- mental Revenue	-	-	-	-	-	-	-	-
Service Charges	-	-	-	2,225,239	1,260,000	-	-	22,000
Fines & Forfeitures	-	-	-	-	-	-	-	-
Miscellaneous Revenue	29,050	4,300	-	550,500	500	15	-	110,720
Transfers & Other Sources	-	280,437	616,000	-	-	-	932,044	-
Intergovern- mental Services	-	4,100,000	-	-	-	-	-	45,400
Total Revenues	29,050	7,850,431	616,000	2,777,239	1,260,500	15	932,044	179,120
Major Expenses								
Personnel	-	-	-	896,400	-	-	-	112,993
Supplies/ Maintenance	88,125	-	-	309,200	-	-	-	11,600
Contractual	-	6,541,212	-	1,530,490	240,730	13	-	54,319
Capital Outlay	-	-	550,000	-	1,019,770	-	604,071	-
Total Expenses	88,125	6,541,212	550,000	2,736,090	1,260,500	13	604,071	178,912
Surplus/(Deficit)	(59,075)	1,309,219	66,000	41,149	-	2	327,973	208
Ending Fund Balance	29,050	9,758,111	3,402,492	49,548	1,684,709	50,000	327,973	208

# Combined Budget Summary—All Funds

## Comprehensive Fund Balance Summary

	Beginning	Ending	Increase/(Decrease)	% Increase (Decrease)
General Fund	10,346,989	9,062,712	(1,284,277)	-12.41%
Solid Waste Enterprise Fund	1,684,709	1,725,857	41,148	2.44%
State Forfeiture	73,213	68,273	(4,940)	-6.75%
Federal Forfeiture	464,105	254,605	(209,500)	-45.14%
Weatherford Beautification	2,402	-		
Park Special Revenue	42,925	67,925	25,000	58.24%
Park Dedication	204,947	100,100	(104,847)	-51.16%
TCDP - W'ford Aerospace Grant	-	-		
TCDP - SFX Grant	1,864	1,864	-	0.00%
Municipal Court Technology	54,468	52,488	(1,980)	-3.64%
Municipal Court Building Security	36,700	36,700	-	0.00%
Municipal Court Juvenile Case Mg	3,565	-		
Hotel/Motel Tax	802,271	709,911	(92,360)	-11.51%
Chandor Gardens	75,815	95,040	19,225	25.36%
Fleet Rotation Fund	-	327,973		
Heritage Park Events Fund	-	208		
Library Special Revenue	92,764	75,764	(17,000)	-18.33%
Animal Shelter Special Revenue	88,125	29,050	(59,075)	-67.04%
Debt Service Fund	8,448,892	9,758,112	1,309,220	15.50%
General Capital Projects	3,336,492	3,402,492	66,000	1.98%
Various TxDOT Project Funds	8,399	8,399	-	0.00%
Stormwater Utility Fund	603,094	603,094	-	0.00%
Doss Permanent Library Fund	49,998	50,000	2	0.00%
Total	26,421,737	26,430,567	8,830	0.03%

**Fund Balance:** The assets of a fund less liabilities, as determined at the end of each fiscal year. Any reservations of fund balance are deducted to result in an "unreserved fund balance".

# Combined Budget Summary—All Funds

## Explanation of Fund Balances

**General Fund** - In the previous several years, Weatherford's General Fund has accumulated a substantial fund balance above its required reserves. For FY16, the City Council set as a budget goal the utilization of a portion of existing fund balance for one-time purchases that achieve the goal of closing the city's asset gap and/or reducing operating costs. This budget includes a draw-down of fund balance by approximately 12.4% of expected beginning reserves as a result of this goal. By doing this, the General Fund is expected to end FY16 with 120 days of operating reserves, which is well above the city's minimum requirement of 90 days. A survey of similar cities and an analysis of historical use of fund balance for the City of Weatherford found this 90 day requirement to be both reasonable and appropriate. This decision was made with the understanding that these funds will not be available for use in future budgets.

**Solid Waste Fund** - The Solid Waste Fund is the primary revenue source for First Monday improvements, which are highlighted in the City's strategic plan. The Fund will transfer \$550,000 in FY15 on a one-time basis to the City's General Capital Projects Fund to pay for First Monday improvements. Additionally, the fund is planning the one-time capital purchase of a solid waste truck to update its fleet. The fund is still well above its fund balance requirement of 60 days operating reserves. This decision was made with the understanding that these funds will not be available for use in future budgets.

**State Forfeiture Fund** - This fund is designated for public safety expenses. All costs within this fund are thought of on a one-time basis, and are budgeted as long as there is fund balance or expected revenue to support them. As such, no reserves are required for this fund. This decision to draw down fund balance was made with the understanding that these funds will not be available for use in future budgets.

**Federal Forfeiture Fund** - This fund is designated for public safety expenses. All costs within this fund are thought of on a one-time basis, and are budgeted as long as there is fund balance or expected revenue to support them. As such, no reserves are required for this fund. This decision to draw down fund balance was made with the understanding that these funds will not be available for use in future budgets.

**Parks Special Revenue Fund** - This fund's sole purpose was to pay debt service on the Solider Springs ballfield lights. In FY14, the City elected to pay the remaining balance of the ballfield lights debt service, effectively discontinuing any planned ongoing expenditures in the fund. The fund is still accumulating user fees from the use of the ballfield, but currently no expenses are planned in FY16.

**Parks Dedication Fund** - This fund is designated for parks & recreation expenses. All costs within this fund are thought of on a one-time basis, and are budgeted as long as there is fund balance or expected revenue to support them. As such, no reserves are required for this fund. This decision to draw down fund balance was made with the understanding that these funds will not be available for use in future budgets.

**Municipal Court Technology Fund** - This fund is designated for municipal court technology expenses. All costs within this fund are thought of on a one-time basis, and are budgeted as long as there is fund balance or expected revenue to support them. As such, no reserves are required for this fund. This decision to draw down fund balance was made with the understanding that these funds will not be available for use in future budgets.

# Combined Budget Summary—All Funds

## Explanation of Fund Balances (cont.)

**Municipal Court Building Security Fund** - This fund is designated for municipal court security expenses. All costs within this fund are thought of on a one-time basis, and are budgeted as long as there is fund balance or expected revenue to support them. As such, no reserves are required for this fund. This decision to draw down fund balance was made with the understanding that these funds will not be available for use in future budgets.

**Municipal Court Juvenile Case Manager Fund** - This fund was established by action of the City Council (Ordinance 462-2009-43), as authorized by Article 102-0174 of the Texas Code of Criminal Procedure, to account for a \$5.00 fee on each misdemeanor conviction to finance the salary and benefits of a juvenile case manager employed by the City as defined under the Code of Criminal Procedure Article 45.0596.

**Chandor Gardens Fund** - The reserve for this fund is set at 20% of operations, excluding approximately \$19,000 held in reserve for other post-employment benefits. The City needed to increase this fund's balance to meet its reserve requirements for FY16. Although its balance is increasing around 25%, all of this increase is in reserve and is unavailable for daily operations.

**Fleet Rotation Fund** - This is a new fund for FY16. Dollars will be deposited into this fund for future fleet purchases. As such, and balance built up in this fund is reserved.

**Heritage Park Events Fund** - This is a new fund for FY16. It is intended to be used for the expense of event costs at Heritage Park, funded through event proceeds and a moderate General Fund transfer. It does not currently hold a fund balance.

**Library Special Revenue Fund** - This fund is designated for non-operating library expenses. All costs within this fund are thought of on a one-time basis, and are budgeted as long as there is fund balance or expected revenue to support them. As such, no reserves are required for this fund. Any decision to draw down fund balance is made with the understanding that these funds will not be available for use in future budgets.

**Animal Shelter Special Revenue Fund** - This fund is designated for animal shelter improvement expenses. All costs within this fund are thought of on a one-time basis, and are budgeted as long as there is fund balance or expected revenue to support them. As such, no reserves are required for this fund. In FY14, a facility needs assessment was completed in the Animal Shelter that helped city staff prioritize one-time spending in this fund. This decision to draw down fund balance was made with the understanding that these funds will not be available for use in future budgets.

**General Debt Service Fund** - The City is currently receiving reimbursements from TxDOT on several completed road projects. While these reimbursements may build up fund balance over time, they will be used to pay debt service costs for the related projects in future years.

**Fund Balance:** *The assets of a fund less liabilities, as determined at the end of each fiscal year. Any reservations of fund balance are deducted to result in an "unreserved fund balance."*



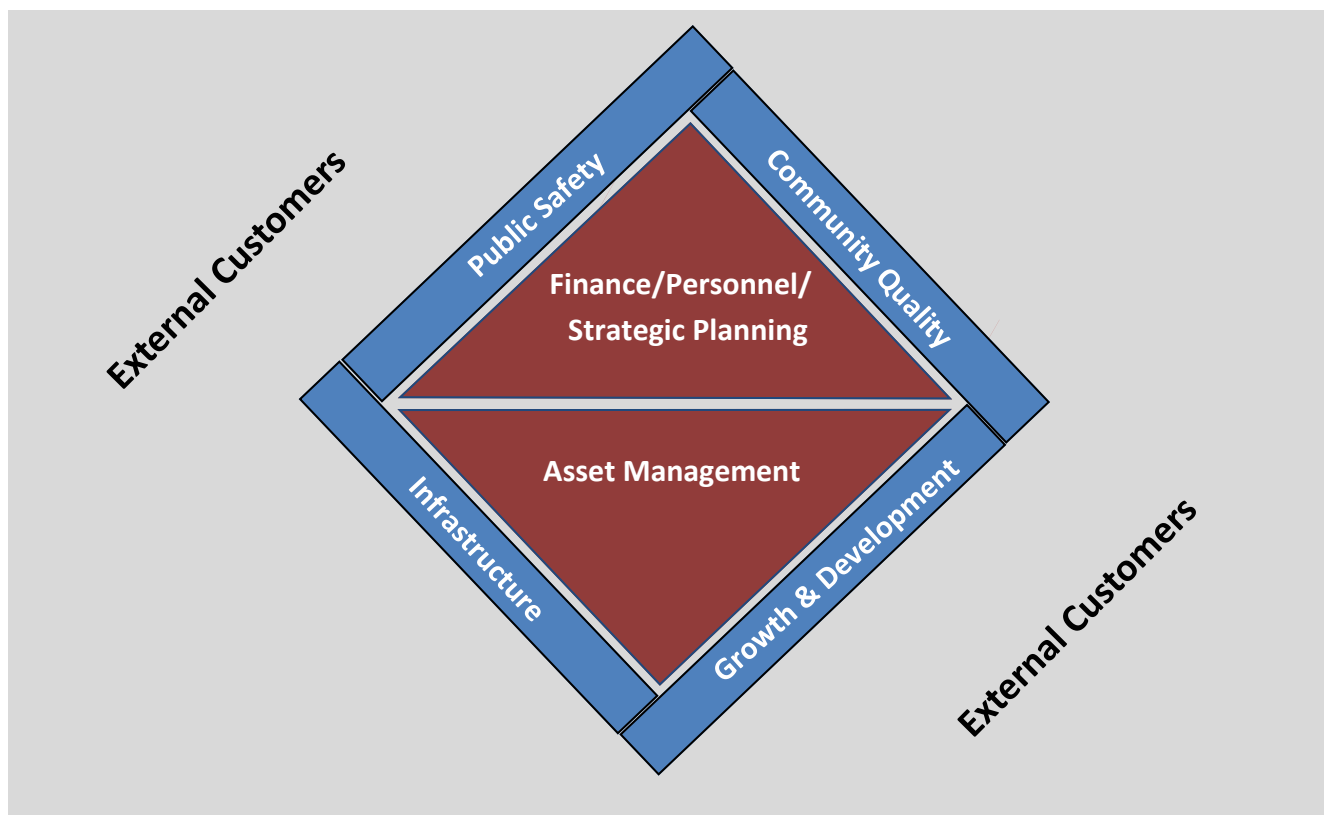
## Service Area Summary

To a certain extent, all cities face a similar dilemma when approaching the communication of budget and service evaluation: how can staff adequately convey complex financial and planning information to all stakeholders in a clear and concise format? Part of the problem stems from how service types break down across different departments and across different funds. While these designations may mean a great deal to staff and Council, they may serve to complicate things for Weatherford citizens who are trying to understand how their government allocates resources to different services. As an attempt to clarify this, the Office of Management and Budget has devised a summary that groups resources into service areas, rather than departments or funds. Staff's aim is for this summary to bridge the gap between fund accounting and overall resource allocation.

The summary begins by breaking up city services into two types: internal and external. Internal services are those who's primary customer is the city itself. In other words, this includes departments and divisions who's goal is to assist other departments and divisions with their business tools in order to make them more efficient and effective. Examples here would include Human Resources, Information Technology, City Attorney, and Finance. Conversely, external services are those who's primary customer (or point of business) is outside of the organization of the city. Examples here would be Police, Fire, Library, Parks & Recreation, and Economic Development.

The summary then breaks each service type down into areas that clearly specify the type of service being delivered, such as Public Safety, Asset Management, Infrastructure Management, Growth & Development, etc. This should help to clarify the point of each service being delivered, and thus show the resources going toward those services.

Guiding this summary is the following visual:



As the visual shows, the City can be thought of somewhat as a fortress. The blue walls on the outside have the most direct contact with external factors. However, those walls can only remain functioning with internal supports, represented by the triangles in red. Additionally, a list of the departments under each service type and area are as follows:

## Internal

### **Finance/Personnel/Strategic Planning**

- ⇒ Finance
- ⇒ Human Resources
- ⇒ City Attorney
- ⇒ City Administration

### **Asset Management**

- ⇒ Information Technology
- ⇒ Fleet
- ⇒ Facilities Maintenance

## External

### **Infrastructure**

- ⇒ Transportation & Public Works
- ⇒ Storm Water Utilities
- ⇒ Capital Projects

### **Public Safety**

- ⇒ Fire
- ⇒ Police
- ⇒ Consumer Health
- ⇒ Animal Services

### **Growth & Development**

- ⇒ Planning & Development
- ⇒ Capital Projects
- ⇒ Economic Development

### **Community Quality**

- ⇒ Parks & Recreation
- ⇒ Library
- ⇒ Code Enforcement
- ⇒ Solid Waste

## Service Area Summary (continued)

	Actual FY13	Actual FY14	Adopted FY15	Projected FY15	Proposed FY16
<b>Internal Services</b>					
Organizational Management					
City Administration	639,662	640,697	795,711	875,561	1,183,047
City Attorney	81,999	126,981	201,490	107,243	151,490
City Council	44,765	47,926	131,991	122,287	133,034
Finance					
Administration	201,717	221,613	240,122	250,750	245,763
Accounting	252,036	260,721	378,892	375,154	283,971
Management & Budget	232,733	118,135	121,468	121,400	140,012
Human Resources	322,802	345,454	353,370	347,681	357,423
*Non Departmental	669,572	784,319	955,900	673,870	852,006
Total Organizational Management	2,445,286	2,545,846	3,178,944	2,873,946	3,346,746
Asset Management					
Information Technology	1,813,588	1,685,771	2,182,480	2,232,567	2,048,663
Municipal & Community Services					
Facilities Maintenance	494,269	589,701	792,780	773,494	779,110
Vehicle Replacement Fund		-	-	-	604,071
Fleet Maintenance	162,463	165,211	178,674	172,490	234,645
Total Asset Management	2,470,320	2,440,682	3,153,934	3,178,551	3,666,489
<b>Total Internal Services</b>	<b>4,915,606</b>	<b>4,986,529</b>	<b>6,332,878</b>	<b>6,052,498</b>	<b>7,013,235</b>
<b>External</b>					
Growth & Development					
Economic Development	172,598	174,253	211,063	180,873	240,796
Planning & Development - General Fund	716,295	790,270	1,014,726	1,000,009	849,041
Main Street Program	92,365	64,101	40,720	39,920	63,443
Total Growth & Development	981,258	1,028,625	1,266,509	1,220,802	1,153,280
Infrastructure					
Transportation & Public Works					
Administration	617,576	375,631	401,073	416,779	490,049
Field Services	120,986	154,178	178,605	174,917	137,307
Traffic	179,627	204,293	185,246	183,989	185,113
Streets	2,350,938	2,611,057	2,973,940	2,910,157	2,737,791
Storm Water Utility	433,380	389,082	840,000	840,000	1,260,500
Capital Projects	4,998,864	4,777,218	6,939,315	6,939,315	-
Total Infrastructure	8,701,372	8,511,459	11,518,179	11,465,157	4,810,760

	Actual FY13	Actual FY14	Adopted FY15	Projected FY15	Proposed FY16
<b>External (continued)</b>					
Community Quality					
Library					
Library	1,054,075	1,094,894	1,087,917	1,082,910	1,064,959
North Branch	-	-	-	-	-
Tech Services Grant	-	10,008	-	-	-
PEACH Grant	43,122	48,873	50,463	50,463	38,394
Library Special Revenue	11,081	12,811	30,750	30,750	30,750
Permanent Library Fund	100	100	69	-	13
Municipal & Community Services					
Administration	236,625	156,532	239,490	178,276	120,464
Public Market	98	-	-	-	-
Parks & Recreation					
First Monday	931,554	135,638	164,308	158,799	178,912
Parks & Properties	1,337,336	1,435,412	1,467,768	1,464,259	1,220,767
Recreation	424,134	459,425	522,140	538,186	631,373
Special Events (HOT Fund)	-	21,874	55,572	55,633	80,572
Admin (HOT Fund)	154,214	151,042	192,000	192,000	30,600
Chandor Gardens	333,727	333,359	334,679	331,081	403,672
First Monday Capital	414,509	350,446	685,045	685,045	550,000
Park Dedication	24,805	97,140	178,000	178,000	204,947
Park Special Rev	40,861	160,721	-	-	-
Planning & Development					
Code Enforcement	177,798	177,013	185,248	172,780	188,680
Total Community Quality	5,184,039	4,645,288	5,193,449	5,118,182	4,744,103

## Service Area Summary (continued)

	Actual FY13	Actual FY14	Adopted FY15	Projected FY15	Proposed FY16
<b>External (continued)</b>					
Public Safety					
Consumer Health	95,071	99,046	131,745	128,055	158,022
Finance					
Municipal Court	331,734	324,936	366,014	380,998	333,840
Muni-Court Tech	3,413	2,509	15,000	3,000	15,000
Muni-Court Security	-	-	33,030	23,000	10,030
Juvenile Case Manager	-	-	3,213	-	36,487
Fire Services					
Fire Department	5,682,526	5,251,796	7,124,769	7,280,295	5,838,087
Grants	312	-	912	-	-
Municipal & Community Services					
Animal Shelter	875,664	832,495	1,000,530	997,936	1,015,725
Animal Shelter Fund	4,410	24,036	25,000	25,000	88,125
Solid Waste	1,530,406	1,782,383	1,702,021	1,670,788	1,644,600
Police Services					
Police Department	7,177,402	7,324,845	7,544,672	7,461,589	7,759,589
Grants	724	-	-	-	-
Grants	3,570	3,672	-	-	-
Grants	30	33	3,225	-	3,225
Forfeiture Funds	89,725	48,409	295,000	246,000	255,000
Total Public Safety	15,794,988	15,694,159	18,245,131	18,216,660	17,157,731
	<b>30,661,656</b>	<b>29,879,531</b>	<b>36,223,268</b>	<b>36,020,801</b>	<b>27,865,874</b>
<b>Other Administrative Funds</b>					
SFX Grant Fund	22,368	22,368	22,368	22,368	22,368
Aerospace Grant Fund	13,875	13,875	13,875	13,875	13,875
Beautification Fund	-	-	2,402	-	2,402
Debt Service	33,353,976	6,249,064	6,319,452	14,312,674	6,541,212
<b>Total Expenditures*</b>	<b>68,967,481</b>	<b>41,151,367</b>	<b>48,914,243</b>	<b>56,422,215</b>	<b>41,458,966</b>

\*Does not include interfund transfers or other administrative funds.

	Actual FY13	Actual FY14	Adopted FY15	Projected FY15	Proposed FY16
<b>Interfund Transfers</b>					
<b>General Fund</b>					
Transfer to Chandor	35,753	35,753	35,753	35,753	35,753
Transfer to Heritage Park	-	-	-	-	45,400
Transfer to VERF	-	-	-	628,000	908,624
<b>Solid Waste</b>					
Transfer to General Fund	346,608	346,608	346,608	346,608	346,608
Utilities/GF Admin Charges	156,554	197,681	213,407	213,407	194,882
Transfer to Capital Fund	500,000	450,000	500,000	500,000	550,000
<b>Hotel Fund</b>					
Transfer to Chandor	235,359	215,000	234,147	234,147	318,344
Transfer to Debt Service	143,555	132,632	128,437	128,437	128,437
<b>Capital Projects Funds</b>	-	7,950,227	-	12,098	-
<b>Total Budget</b>	<b>70,385,310</b>	<b>50,479,268</b>	<b>50,372,595</b>	<b>58,520,665</b>	<b>43,987,014</b>

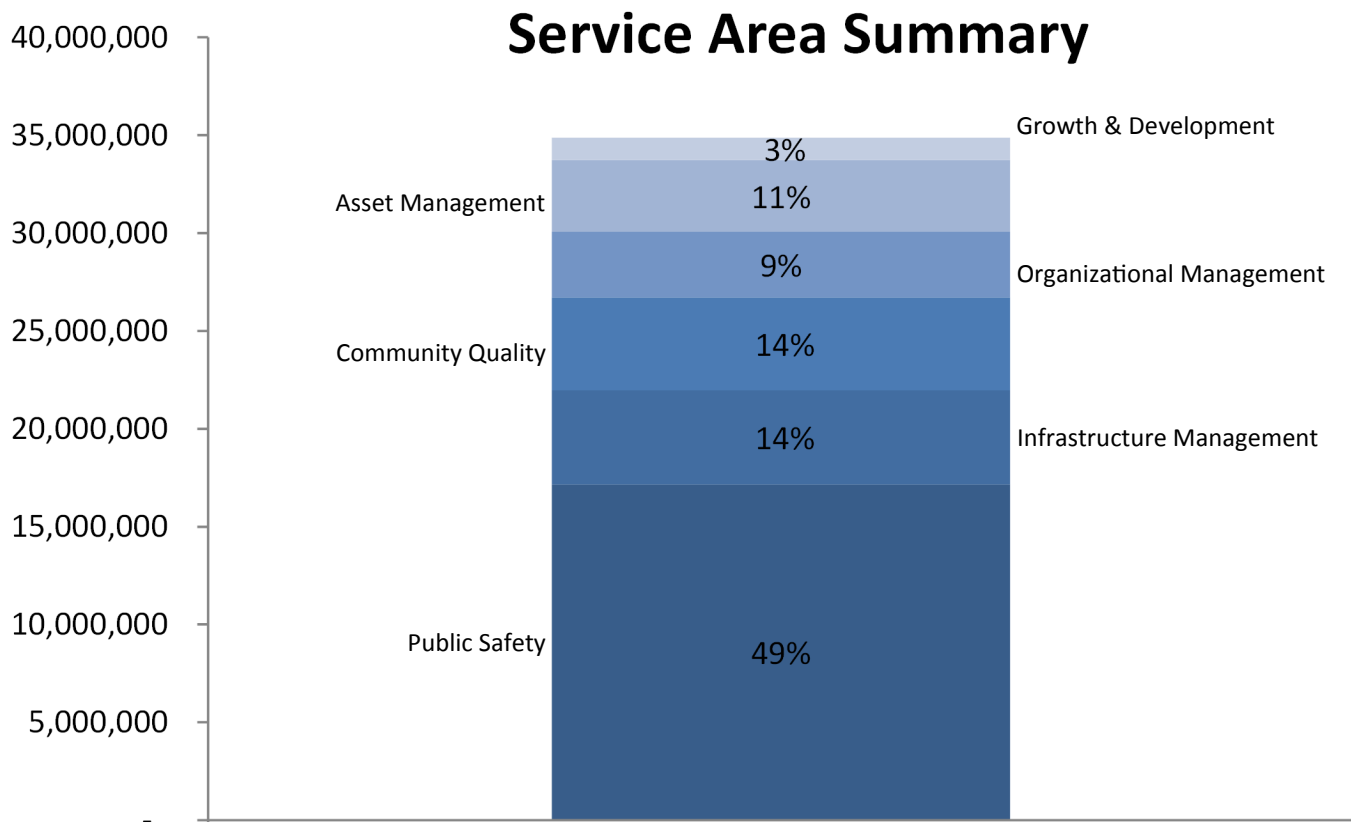


## Service Area Summary (continued)

	Actual FY13	Actual FY14	Adopted FY15	Projected FY15	Proposed FY16
<b>All Internal &amp; External Expenditures*</b>					
Organizational Management	2,445,286	2,545,846	3,178,944	2,873,946	3,346,746
Asset Management	2,470,320	2,440,682	3,153,934	3,178,551	3,666,489
Growth & Development	981,258	1,028,625	1,266,509	1,220,802	1,153,280
Infrastructure	8,701,372	8,511,459	11,518,179	11,465,157	4,810,760
Community Quality	5,184,039	4,645,288	5,193,449	5,118,182	4,744,103
Public Safety	15,794,988	15,694,159	18,245,131	18,216,660	17,157,731
	<b>35,577,262</b>	<b>34,866,060</b>	<b>42,556,146</b>	<b>42,073,298</b>	<b>34,879,109</b>

\*Does not include interfund transfers or other administrative funds.

Because personnel expenses are among the costliest in the city, resource allocation tends to follow the city's personnel schedule. The majority of the employees in our snapshot are from Police and Fire, so it follows that the largest percentage of resources is dedicated for Public Safety.



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# Major Revenue Summary

## Ad Valorem Tax

### Revenue Calculations

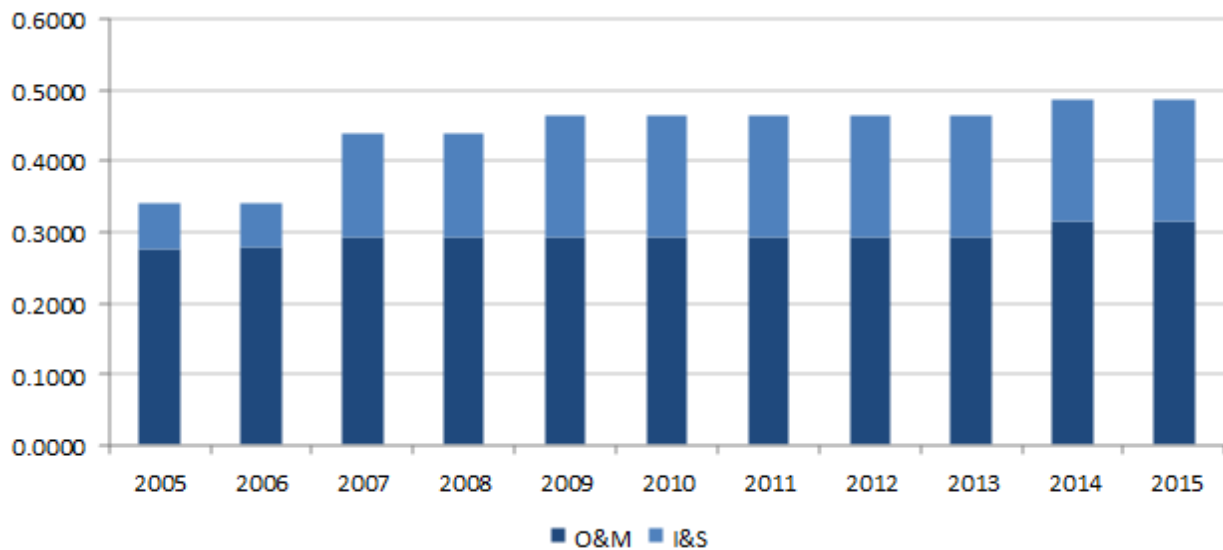
2015 Assessed Value	2,115,011,159
Less Value of Over 65/Disabled Homestead Exemptions	(256,758,994)
<b>Net Taxable Value</b>	<b>1,858,252,165</b>
 Tax Rate per \$100	 0.4866
Total Tax Levy	9,042,255
 Estimated Collection Rate	 97.7%
 Estimated Collection	 8,835,995
Plus Estimated Collections on Frozen Properties	892,302
<b>Total Estimated Collections</b>	<b>9,728,297</b>

### Distribution of Ad Valorem Collections

The property tax rate is split into two components: Operations & Maintenance (O&M) covers the general operational costs of the city, and Interest & Sinking (I&S) covers debt payments. For FY16, the distribution of property tax collections is expected to be as follows:

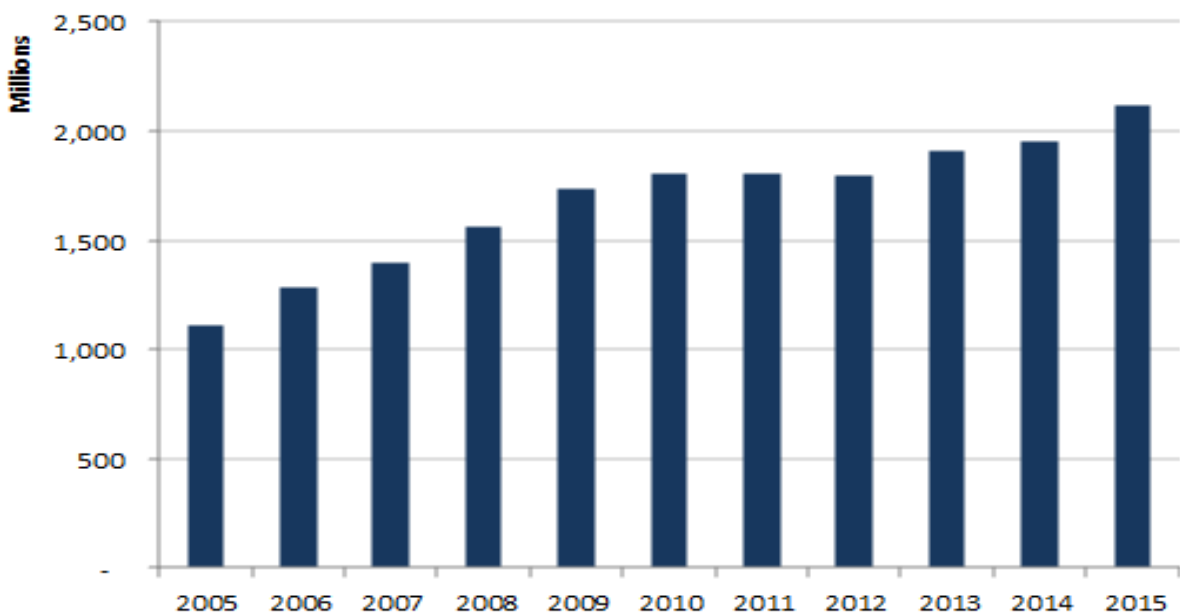
	Collections	Rate	Allocation %
Operations & Maintenance (O&M)	6,297,603	0.3150	64.73%
Interest & Sinking (I&S)	3,430,694	0.1716	35.27%
	<b>9,728,297</b>	<b>0.4866</b>	<b>100.00%</b>

## Historical Property Tax Rates (per \$100)



\*In FY08, Weatherford increased its debt service tax rate to \$0.1466 to cover transportation projects, and again to \$0.1716 in 2008. The O&M rate increased to \$0.3150 in the 2014 tax year (FY15).

## Historical Assessed Property Values



# Major Revenue Summary

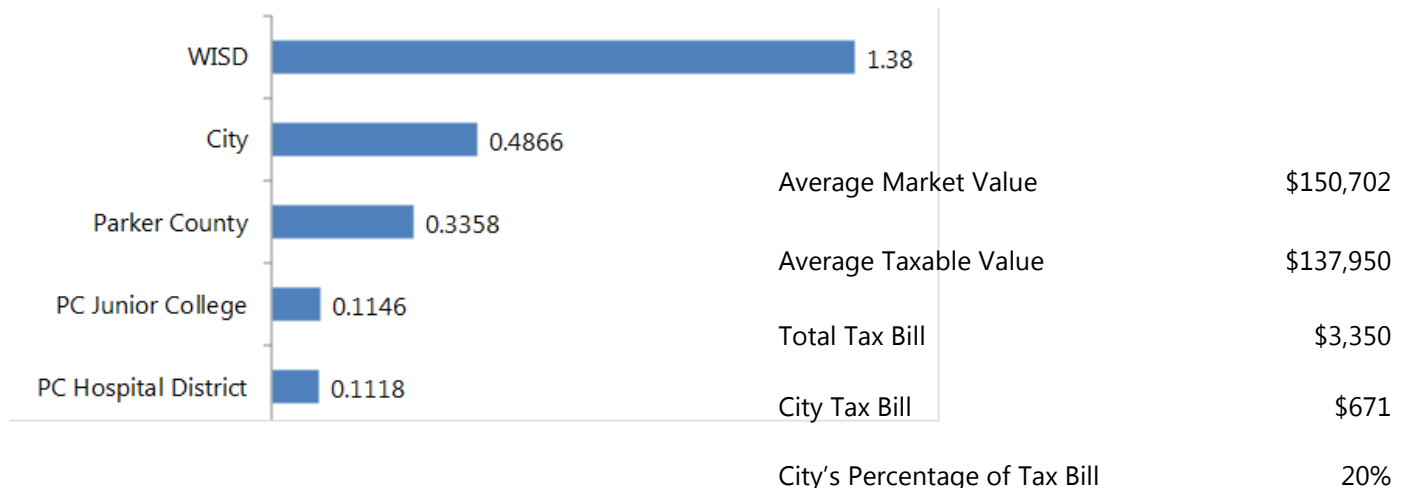
## Top Ten Taxpayers

Provided by the Parker County Appraisal District, the following is a list of the top ten property taxpayers in Weatherford.

Taxpayer	Nature of Entity	Taxable Value	% of Total Taxable Value
Parker County Hospital	Hospital	59,602,320	2.8%
Weatherford Dunhill	Retail	32,791,000	1.6%
Power Service Products	Manufacturing	22,558,650	1.1%
Weatherford Capital	Retail	18,666,040	0.9%
Wal-Mart	Retail	18,505,570	0.9%
Holland Lake Partners	Apartment	16,478,740	0.8%
Brown Southlake Glen	Apartment	15,731,300	0.7%
Target Stores	Retail	11,521,640	0.5%
Lowes Home Center	Retail	11,427,110	0.5%
Weatherford Regional Medical	Hospital	10,838,670	0.5%
<b>TOTAL</b>		<b>218,121,040</b>	<b>10.3%</b>

## Overlapping Tax Rates

At \$0.4866 per \$100 valuation, the city's tax rate makes up approximately 20% of the total tax rate paid by Weatherford residents. Below is a chart showing how those tax rates are distributed.



## 2015 TML Tax/Debt Survey

For Texas Cities, 20,000 to 35,000 in population, sorted by Tax Rate.

City	Population	Total Net Taxable	Tax Rate	General Obligation Debt Outstanding
Wylie	45,913	\$ 2,618,781,455	0.8789	\$ 100,475,000
Lancaster	38,453	\$ 1,641,866,054	0.8675	\$ 81,000,000
Kingsville	26,529	\$ 722,791,405	0.8422	\$ 24,280,000
Sachse	23,681	\$ 1,424,592,045	0.7708	\$ 35,950,000
Burleson	41,818	\$ 2,262,570,503	0.7400	\$ 50,443,711
San Benito	25,391	\$ 598,526,024	0.7281	\$ 33,351,232
La Porte	35,039	\$ 2,572,844,865	0.7100	\$ 34,480,000
Greenville	26,180	\$ 1,532,700,334	0.6990	\$ 41,120,000
Waxahachie	32,344	\$ 2,318,566,838	0.6800	\$ 140,340,000
Harker Heights	28,526	\$ 1,595,264,164	0.6770	\$ 81,628,239
The Colony	44,704	\$ 2,523,144,774	0.6725	\$ 90,773,150
Haltom City	43,913	\$ 1,609,949,736	0.6683	\$ 38,775,000
Little Elm	35,414	\$ 2,060,061,476	0.6650	\$ 73,705,000
Belton	20,128	\$ 80,024,870	0.6598	\$ 35,154,577
Benbrook	22,419	\$ 1,577,485,168	0.6575	\$ 11,945,000
Weslaco	37,601	\$ 1,511,951,489	0.6161	\$ 50,900,558
Coppell	40,678	\$ 5,677,282,025	0.6065	\$ 72,100,000
Hurst	38,733	\$ 2,370,709,264	0.6060	\$ 62,135,000
Plainview	22,343	\$ 771,746,592	0.6038	\$ 12,625,000
Farmers Branch	32,560	\$ 4,216,240,665	0.6023	\$ 36,795,000
Corinth	20,981	\$ 1,538,127,064	0.5949	\$ 24,965,000
Friendswood	39,121	\$ 2,608,035,340	0.5914	\$ 15,086,515
Average	32,972	\$ 2,373,344,761	0.5854	\$ 50,978,212
Murphy	20,230	\$ 1,614,305,560	0.5700	\$ 40,220,000
Nacogdoches	33,868	\$ 1,476,238,140	0.5639	\$ 7,255,000
Kyle	32,881	\$ 1,598,471,658	0.5383	\$ 69,690,000
Hutto	22,000	\$ 1,087,131,786	0.5287	\$ 56,810,000
Saginaw	21,703	\$ 1,276,285,587	0.5100	\$ 24,360,000
Paris	26,539	\$ 1,530,367,088	0.5020	\$ 11,065,000
Schertz	36,896	\$ 2,706,308,881	0.4974	\$ 61,385,000
Rockwall	41,785	\$ 3,681,358,438	0.4955	\$ 107,339,632
Bedford	48,908	\$ 3,121,183,647	0.4948	\$ 55,450,000
Rosenberg	34,468	\$ 1,783,738,912	0.4900	\$ 64,400,000
Weatherford*	27,769	\$ 1,721,207,971	0.4866	\$ 67,210,000
Euless	53,630	\$ 3,050,289,663	0.4675	\$ 33,765,000
Southlake	29,086	\$ 5,680,109,441	0.4620	\$ 101,406,945
Cibolo	25,280	\$ 1,654,955,216	0.4454	\$ 39,015,000
Huntsville	40,435	\$ 14,076,684,452	0.4106	\$ 13,539,655
Lake Jackson	27,604	\$ 1,504,098,914	0.3875	\$ 25,470,000
Sherman	39,943	\$ 2,383,048,950	0.3480	\$ 56,424,291
Copperas Cove	33,374	\$ 1,154,743,980	0.0790	\$ 56,294,973

\* TxDOT reimbursement of transportation project debt is set at a maximum dollar amount of \$52,443,521. This goes directly to reduce certificate of obligation debt issuance. A significant portion of debt is not reliant on property taxes.

# Major Revenue Summary

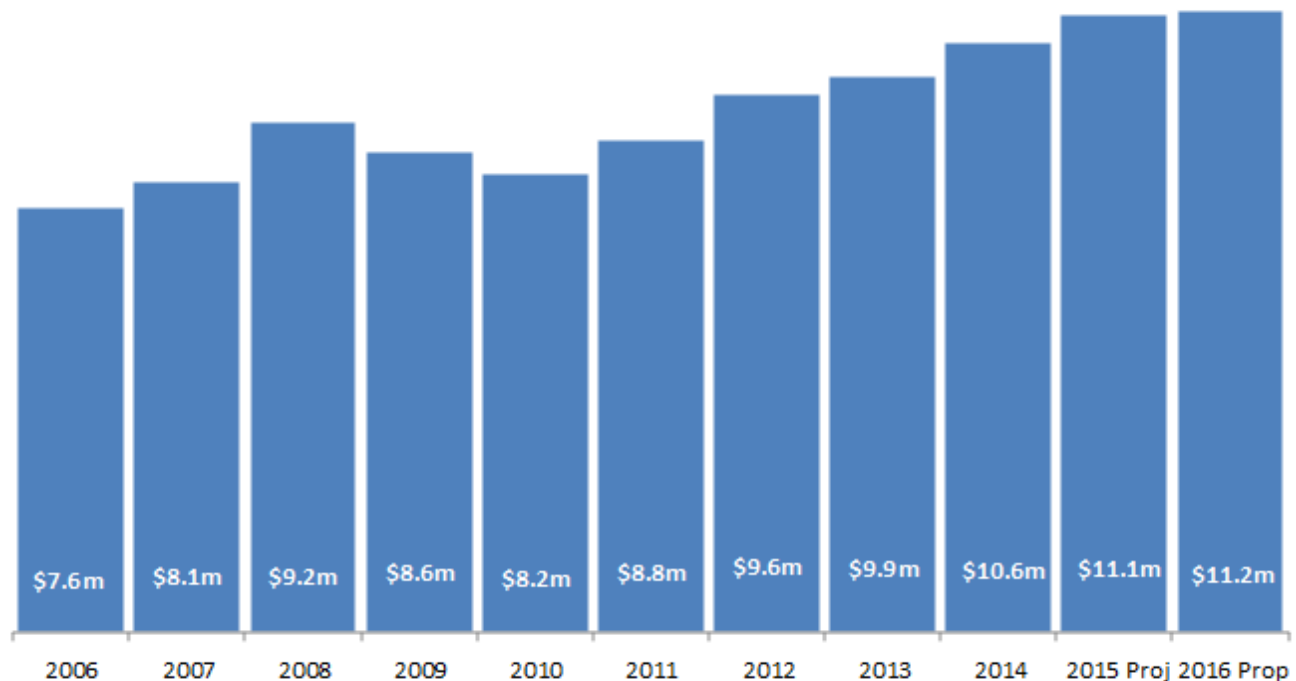
## Sales Tax

### Revenue Calculations

The Texas state sales and use tax rate is 6.25%, but all local taxing jurisdictions may impose a tax up to 2% for a total maximum combined rate of 8.25%. The City of Weatherford imposes a 1.5% rate on eligible sales within city limits. Sales tax collections in FY15 have been strong compared to previous years. However, to help mitigate the problem with relying on a volatile revenue stream such as sales tax for a

large portion of the ongoing budget, the City has decided to set a baseline for this reliance, and utilize any projected growth over that baseline for one-time items. Weatherford projects to receive \$11.17 million in sales tax revenue during FY16, and will utilize \$10.38 million of that for its ongoing budget. The remaining \$793,000 has been earmarked for one-time fleet purchases and retiree funding.

FY14 Actual	10,591,223
FY15 Adopted	10,100,000
Estimated End of Year Total Collections	11,100,000
Build in 3-year Sustainable Growth	10,380,000
Variable Growth (for one-time funding)	793,000
FY16 Adopted	<u>11,173,000</u>





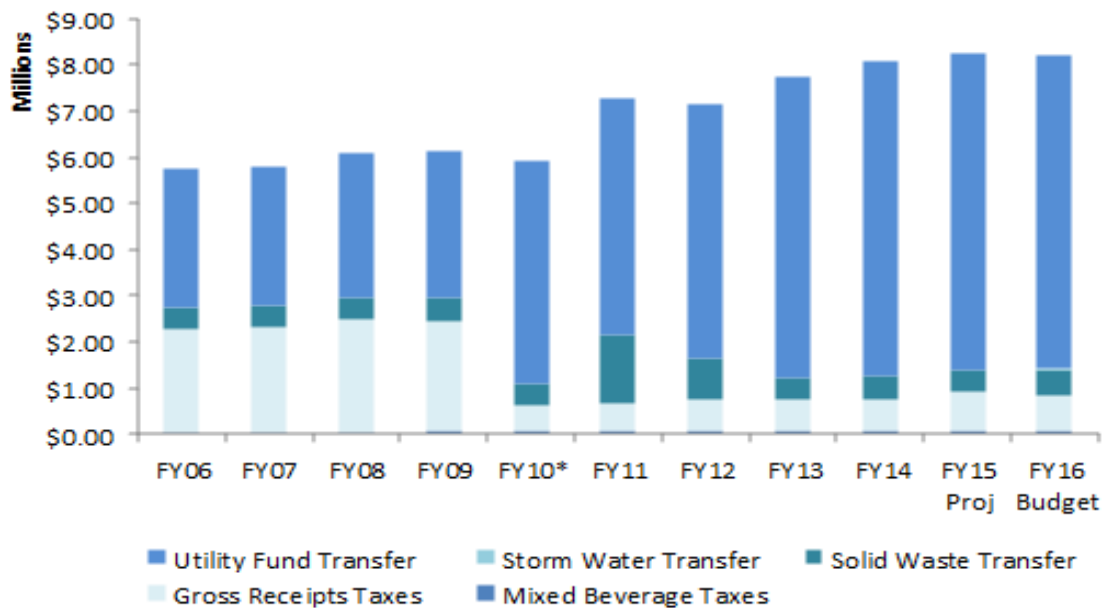
## Transfers & Other Sources (General Fund)

The third largest source of General Fund revenue is transfers from other funds. The Solid Waste fund provides a return on investment transfer, and the Municipal Utility Fund (MUF) provides return on investment proceeds as well as gross receipts taxes. Prior to FY10, the gross receipts proceeds from the MUF were deposited into the gross receipts tax account within the Other Taxes revenue group. Since FY10, they have been deposited into the Transfers and Other Sources group, which explains the significant increase in this revenue source beginning that year.

In FY12, proceeds from a lease/purchase agreement were deposited into this revenue group as well. These proceeds were used to fund a performance contract intended to improve the energy efficiency of city buildings.

Below is a chart showing historical collections for accounts within this revenue group.

**Historical Gross Receipts and Transfer Revenue**



\*Beginning in FY10, Utilities Gross Receipts and Return on Investment were removed from the Gross Receipts account and added to the Utility Fund Transfer account.

\*\*Beginning in FY13, all of Information Technology as well as Lake Maintenance budgets were transferred to the General Fund, increasing the Utility Fund Transfers.

The slight decrease in FY16 budget from FY15 projected is primarily due to a high gross receipts tax trend in FY15, but that isn't anticipated to fully continue into FY16.

## Major Revenue Summary

### Hotel Occupancy Tax

Per state law, Texas can collect hotel occupancy tax, which is imposed on the rental of a room or space in a hotel costing \$15 or more each day. The tax applies to hotels, motels, bed and breakfasts, condominiums, apartments, and houses. Texas municipalities can also apply their own additional local tax that is collected by said municipality. This local tax applies to sleeping rooms costing \$2 or more each day, and amounts to 7% of the total cost of the room (for further information, please see the Texas State Comptroller website at [www.window.state.tx.us](http://www.window.state.tx.us), or Texas State Tax Code, Title 3, Subtitle D, Chapter 351, Subchapter A.) Per law, this revenue is legally restricted in its use, and therefore is recorded in a separate fund. For more information on authorized expenses, please see the Other Funds section of this document.

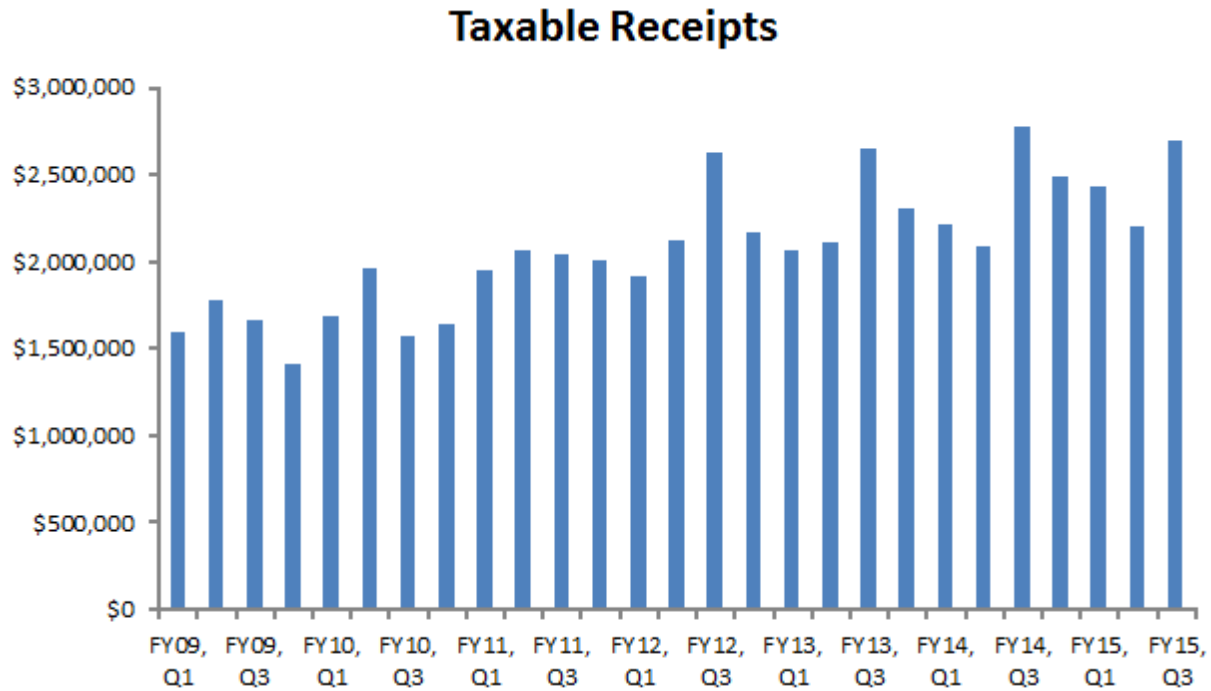
Because of the extremely unpredictable nature of this revenue stream, Weatherford budgets for it close to the previous year's second quarter projection. For FY15, the revenue projected breaks down as follows:

FY15 Budget	\$	650,000
FY15 2nd Quarter Projection	\$	689,935
<b>FY16 Budget</b>	<b>\$</b>	<b>689,935</b>

Based on previous years' collections, Weatherford anticipates its hotel tax revenue to come in as follows:

FY 2016				
Taxable Receipts	2,275,618	2,431,440	2,724,999	2,424,158
Taxes	159,293	170,201	190,750	169,691

## Historical Quarterly Taxable Hotel Receipts



## Historical Quarterly Taxable Receipts Crosstabs

	Q1	Q2	Q3	Q4
FY 2009	1,585,726	1,767,697	1,655,780	1,408,442
FY 2010	1,676,431	1,958,115	1,565,222	1,635,147
FY 2011	1,940,193	2,061,745	2,035,536	2,008,145
FY 2012	1,915,015	2,121,033	2,626,512	2,163,080
FY 2013	2,056,119	2,101,577	2,647,222	2,301,881
FY 2014	2,210,229	2,078,151	2,768,128	2,487,018
FY 2015	2,430,064	2,203,312	2,693,491	

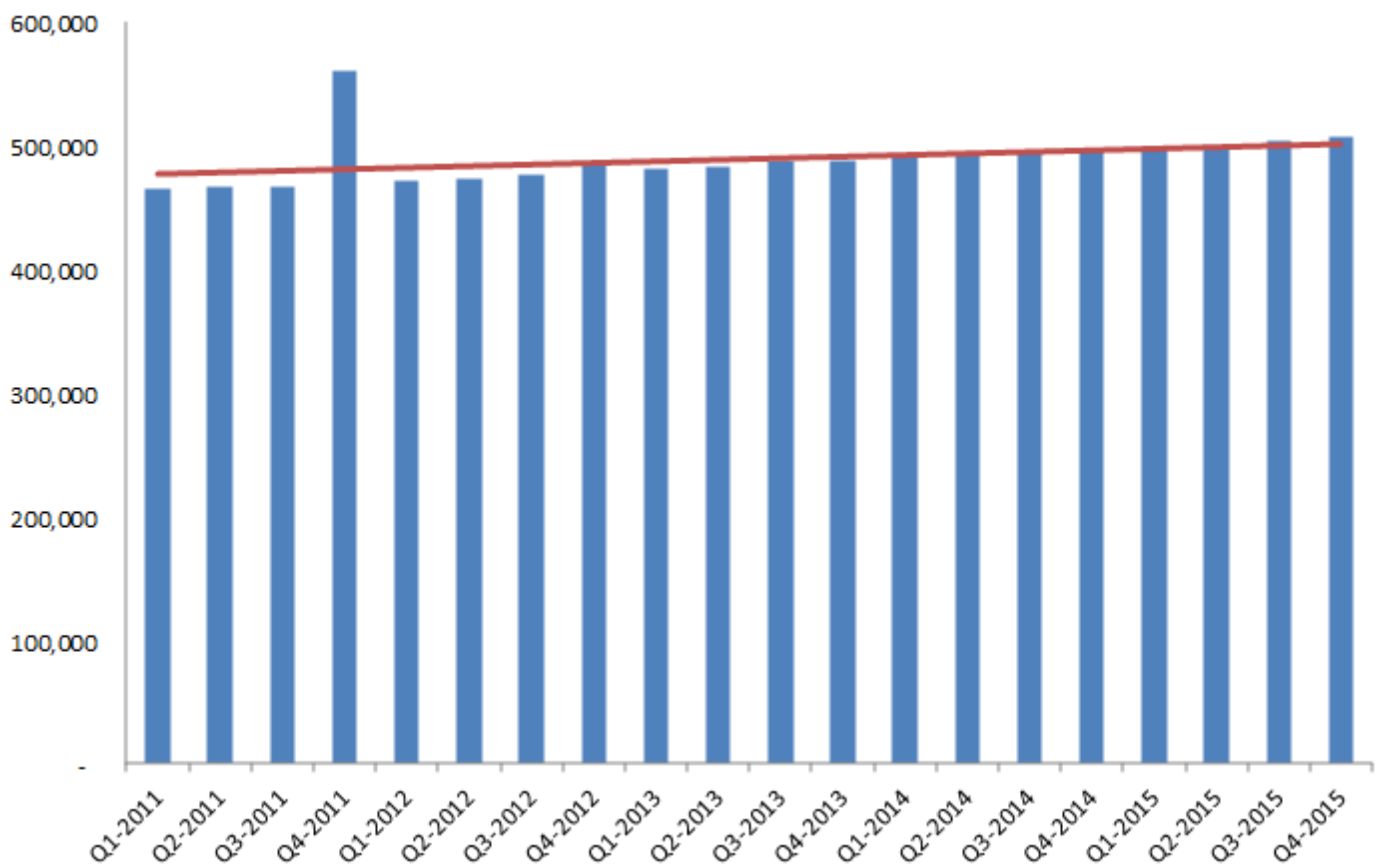
# Major Revenue Summary

## Garbage Fees

### Revenue Calculations

Because sanitation revenue tends to stay true to historical collections, it is extremely stable and predictable. For FY16, The City of Weatherford has budgeted approximately \$2.1 million in Garbage Fees collected.

### Historical Collections

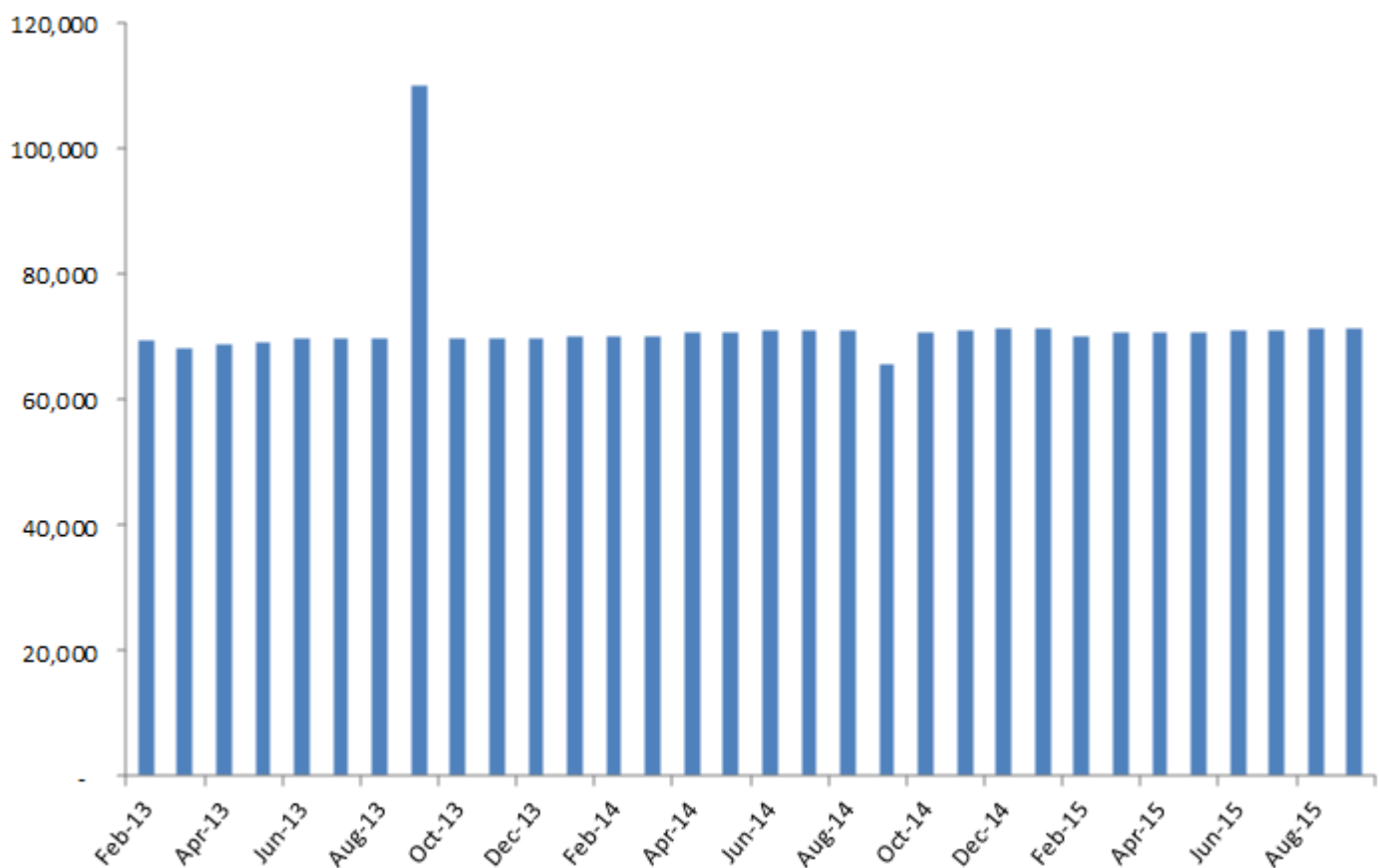


## Stormwater Fees

### Revenue Calculations

The Weatherford City Council approved the city's first stormwater fee in January of 2013. Budget for FY16 breaks down to \$105,000 in stormwater revenue per month. Based on the previous fiscal year and the recent rate adjustment, this projection is reasonable.

### Historical Collections



# Weatherford Strategic Plan

## Strategic Planning Process

The strategic plan is used as a guide for crafting policy and a prioritization tool during the budget process. It reflects the short- and mid-range goals of the City of Weatherford.

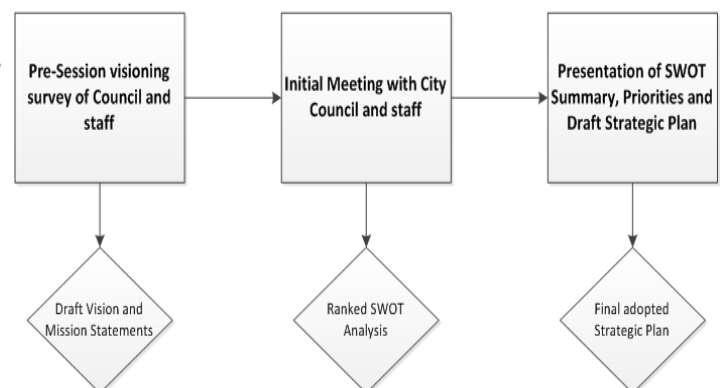
From time to time, the City Council goes through a detailed process to update its strategic plan. This is necessary to ensure that the document serves as a valid reflection of the community's goals and objectives.

Weatherford first began its strategic planning process in 2008. This first iteration of the city's strategic plan yielded seven strategic goals and priorities, which were refined in the subsequent years:

1. Maintaining a healthy fiscal position
2. Meeting citizen's expectations through quality service delivery
3. Ensuring responsive communication
4. Addressing mobility issues
5. Fostering economic development
6. Developing an engaged and quality workforce
7. Demonstrating good stewardship of the environment

In April, 2013, the City Council revisited the city's strategic plan through a series of work sessions that involved both elected officials and management staff. The approach for this new plan was greater focus on a handful of areas of risk and opportunity for Weatherford. Out of these sessions came a strategic plan with updated priorities and goals for the city over the next 2-5 years.

As the first step of Weatherford's strategic plan update, the city conducted an analysis of its strengths, weaknesses, opportunities, and threats (SWOT.) After identifying items in each category, elected officials and staff ranked them according to their magnitude. What resulted is a prioritized list of the city's intangible assets and liabilities. These helped staff and officials create strategic priorities for the city.



### Strengths

- Service to Citizens
- Staff is second to none
- City is fiscally healthy
- City has a healthy economic climate
- Weatherford's unique identity
- City is self-sufficient
- Weatherford's unique history
- Great location
- Chandor Gardens (event facility)
- Low crime
- Quality retail shopping

### Weaknesses

- Underutilized downtown area
- Attitude toward debt and revenue opportunities
- Some major thoroughfares appear aged
- Need to establish a central vision
- Underfunded/understaffed infrastructure and parks
- Lack of family entertainment
- Lack of sufficient marketing for the city
- The city has difficulty communicating with citizens

### Opportunities

- Maintain & expand revenue sources
- Explore other uses—especially a concert venue—at 1st Monday Trade Days
- Upgrade utility and infrastructure standards
- Better manage tourism opportunities
- Establish an entertainment district downtown
- Do a new comprehensive plan
- Establish a new vision for Downtown, 1st Monday Trade Days, and York Avenue
- Expand and protect natural resources
- Form a citizens' capital committee

### Threats

- Economic environment — cyclical and needs to be well monitored
- Development from the east may affect Weatherford's unique identity
- Negative growth in the extra-territorial jurisdiction and its affect on Weatherford
- Development may affect public safety and quality of life
- Unrealistic citizen expectations
- Continuing to be reactive rather than proactive
- Not enough annual funding for street system



# Weatherford Strategic Plan

## Mission Statement

The Members of the City Council are committed to serving the people of Weatherford, helping them enjoy the best quality of life of any City in North Texas through an improved infrastructure and appearance, a diversified local economy that generates expanded revenues - and Weatherford's status as a contemporary hub of Parker County, all the while maintaining its small town feel.

## Vision Statement

Weatherford, Texas is a service oriented, yet still "small town" community that upgrades its infrastructure, celebrates and shares its rich history, and fosters quality economic growth - in a fiscally-responsible, even revenue generating fashion.

## Values

**Integrity** - possessing an unwavering commitment to doing the right things right; consistently adhering to high professional and ethical standards; keeping commitments to our citizens, co-workers, and others.

**Innovation** - aware of current issues and changing dynamics; welcoming new ideas; re-examining the way we work and looking for better ways to get the job done; valuing creativity when solving problems; committed to personal growth.

**Accountability** - delivering on promises; guiding the progress of our community while being mindful of our past; taking personal responsibility for achieving expected outcomes; creating a work culture where everyone knows their individual and collective roles in organizational goals and expected community outcomes.

**Commitment** - demonstrating through our actions that we can be counted on to consistently do what is necessary, expected, and required, and when able, exceed expectations.

**Teamwork** - recognizing the importance of working together to meet everyone's needs; treating everyone with respect; sharing resources and information freely; communicating regularly and honestly with employees, council members, and citizens.

## Strategic Goals and Objectives

City Council and staff revised the plan's goals and objectives in the spring of 2015. This budget is the first to be governed by this revision. Weatherford's strategic plan was created and revised under the motto, *Growing with Tradition*, to reflect Weatherford's desire to efficiently refine its operations to adjust to the city's growth, while maintaining the "small town" feel that its citizens enjoy. The SWOT analysis described earlier gave Council and staff a few select areas to capitalize on as well as items to address in the coming years. While the current iteration of this plan is not as lengthy as previous versions, city staff and Council believe its goals address the biggest areas of opportunity and risk for Weatherford. The plan highlights several primary strategic goals and corresponding action items that the city will focus on throughout FY16. These items are as follows:

- 1 Conduct a citizens' survey
- 2 Upgrade infrastructure
- 3 Convene a Capital Advisory Committee
- 4 Evaluate resources put toward "Non-Resident" services
- 5 Prepare a new comprehensive plan
- 6 Explore new revenue opportunities
- 7 Focus on developing downtown, 1st Monday, and York Avenue areas
- 8 Improve tourism and marketing for the City
- 9 Ensure quality development
- 10 Focus on the City's internal needs
- 11 Focus on revitalizing transportation within the City
- 12 Revitalize the City's library, focusing on renovation of current facilities and, if feasible, expansion

# Weatherford Strategic Plan

## Strategic Goals and Objectives (continued)

### Conduct a citizens' survey

- ◇ Primary Departments Involved: Planning & Development; City Manager's Office
- ◇ Description: Weatherford has not engaged its population via survey in several years. In order for the city to plan strategically for the future as well as measure its overall progress, it must get citizen input on service level desires and expectations. This item will be completed in tandem with the comprehensive plan update, and it will involve multiple methods of citizen interaction. Aside from a traditional survey method, town hall style meetings will also be conducted to engage with Weatherford.
- ◇ Timeline: Both the comprehensive plan and the citizen survey will occur during FY16.

### Upgrade Infrastructure

- ◇ Primary Departments Involved: Transportation and Public Works; Water, Sewer and Electric Utilities
- ◇ Description: Weatherford's city council has made it an ongoing priority to consistently maintain and upgrade the city's infrastructure. This primarily includes street maintenance, utilities infrastructure, and storm water. The annual budget for street maintenance has been increased by almost 24% over a two-year period (including FY16) to reach its target of \$1.2 million annually. This target was created from a survey of Weatherford's streets performed by a consultant in 2013.
- ◇ Additionally, Weatherford has continued to make progress on its storm water infrastructure initiative. The relatively new storm water fee was first authorized and levied in 2013, and the revenues generated from this fee are put toward improving the city's drainage issues. Recently, this fee was increased, per the storm water plan, to fund debt issued in FY15.
- ◇ Similarly, rate increases for the water and sewer utilities are currently in its second year of a three-year plan. For further information on this, please see the Weatherford Municipal Utility Fund Program of Services for FY16.
- ◇ Timeline: Ongoing.

### Convene a Capital Advisory Committee

- ◇ Primary Departments Involved: Transportation and Public Works
- ◇ Description: During FY14, the City formed a Citizens' Capital Committee, tasked with developing a list of large-scale capital priorities over the course of a two-month period, and then presenting that list to the City Council at a regular meeting. On August 5, 2014, the recommendations were given to the Council, who then discussed the items.
- ◇ Timeline: Completed.

## Strategic Goals and Objectives (continued)

### Evaluate resources put toward “Non-Resident” services

- ◇ Primary Departments Involved: City Manager’s Office; Finance; Library; Animal Services
- ◇ Description: As the Parker County seat and its largest city, Weatherford naturally provides services that reach beyond its geographic borders. Among those are library services and animal control. In order to make these services that reach non-residents more cost-effective, Weatherford staff and Council continue to pursue funding options focused on cost-recovery. This initiative has led to several efficiencies, such as:
  - Partnering with the cities of Hudson Oaks, Willow Park, and Aledo on an interlocal services agreement that provides the funding for two additional animal services personnel.
  - Increasing the city’s current interlocal agreement with Weatherford ISD to provide partial funding for four school resource officers.
  - Creating an interlocal agreement with Emergency Services District #3 to allow for better overall coverage in emergency services for both the city and the district, and adding funding from the District to the City to provide those services. Additionally, the City is able to utilize existing equipment and apparatus owned by the District.

Evaluation of these services is ongoing, and staff will continue to keep a diligent watch on funding options.

- ◇ Timeline: Ongoing.

### Prepare a new comprehensive plan

- ◇ Primary Departments Involved: Planning & Development; City Manager’s Office
- ◇ Description: In conjunction with the citizens’ survey, Weatherford staff will engage a consultant to assist the city in updating its comprehensive plan. This plan will analyze land use, zoning, and development opportunities within city limits, giving staff and Council the tools needed to set direction for the city’s future.
- ◇ Timeline: Both the comprehensive plan and the citizen survey will occur during FY16.

### Explore new revenue opportunities

- ◇ Primary Departments Involved: All
- ◇ Description: With several areas competing for funding, Council and staff have made it a priority to expand existing revenue when appropriate and search for new revenue opportunities. In the past few years, this has led to several revenue enhancements, including:
  - Partnering with the cities of Hudson Oaks, Willow Park, and Aledo on an interlocal services agreement that provides the funding for two additional animal services personnel.

# Weatherford Strategic Plan

## Strategic Goals and Objectives (continued)

- Increasing the city's current interlocal agreement with Weatherford ISD to provide partial funding for four school resource officers.
- Creating an interlocal agreement with Emergency Services District #3 to allow for better overall coverage in emergency services for both the city and the district, and adding funding from the District to the City to provide those services. Additionally, the City is able to utilize existing equipment and apparatus owned by the District.
- Increasing the property tax rate by a modest 2.3 cents to fund fleet replacements, street repairs, and a new Public Relations position
- Implementing the aforementioned storm water utility fee, and
- Implementing a new, three-year water/sewer rate adjustment to pay for capital, repairs and replacements, and debt

Evaluation of Weatherford's revenue streams and funding breakdown is ongoing, and staff will continue to keep a diligent watch on any options for the future.

### Focus on developing downtown, 1st Monday, and York Avenue areas

- ◇ Primary Departments Involved: Planning and Development; Parks and Recreation; City Manager's Office
- ◇ Description: Improvements to Weatherford's Heritage Park have been ongoing for several years now. Completed improvements have included new bathrooms, animal stalls, lighting, sidewalks, a food court, and of course the Patsy Hooks Dog Park. Currently slated for the future are an amphitheater, more parking spaces, a fitness loop, and the Heritage Memorial Plaza. These new developments will enable events such as food truck rallies and concert series to occur in Heritage Park. Special events currently held in Heritage Park include First Monday Trade Days, which has increased its revenue by 48% since 2011, the Blooming Car Show, and Holiday in the Park. Staff is currently exploring opportunities for downtown-centered development.
- ◇ Timeline: Improvements will be ongoing through FY16.

### Improve tourism and marketing for the City

- ◇ Primary Departments Involved: Economic Development; Parks and Recreation; City Manager's Office
- ◇ Description: To help manage tourism and events in Weatherford, the City has a Special Events Coordinator position, which has worked in tandem with the Chamber of Commerce to plan and market events in the City designed to bring in visitors and provide fun activities for residents. A marketing/PR specialist position was also created in FY15. This year's budget has added ongoing funding to the PR/marketing program to increase Weatherford's visibility throughout the metroplex.

# Weatherford Strategic Plan

## Strategic Goals and Objectives (continued)

- ◇ Timeline: Ongoing.

### Ensure quality development

- ◇ Primary Departments Involved: Economic Development; Planning and Development
- ◇ Description: This is an ongoing priority in conjunction with Weatherford's focus on economic development and tourism. Planning and Development and Economic Development will work in tandem to attract quality development to the city and ensure all new buildings are within stated codes. Most recently, staff has begun to pursue the idea of creating a tax increment reinvestment zone inside the city.
- ◇ Timeline: Ongoing.

### Focus on the city's internal needs

- ◇ Primary Departments Involved: City Manager's Office; Municipal and Community Services; Finance
- ◇ Description: Weatherford's Finance staff has identified several key areas that are in need of funding in order to ensure the city's operational health. Among them are ongoing fleet funding and planning for the city's retiree liabilities
- ◇ Timeline: Ongoing.

### Compensation Package

- ◇ Primary Departments Involved: All
- ◇ Description: Among the highest budget priorities for both the City Council and the City Manager was the implementation of a compensation package for city employees. Pay freezes were implemented in 2008 for management staff, and 2009 for all other staff. These moves helped to arrest the growth of personnel costs during a time of economic uncertainty both regionally and nationally. FY13 marked the first across-the-board salary adjustments the city granted since 2008, and FY14 brought another modest adjustment of 2% across the board. Beginning in FY15 and continuing in FY16, the city is implementing pay adjustments in two categories: (1) full market adjustments designed to bring pay up to the mid-range of the city's market survey, and (2) a 2% adjustment for employees unaffected by the market adjustments.
- ◇ Timeline: These adjustments will take place beginning October 1, 2015.

### Revenue Diversification

- ◇ Primary Departments Involved: City Council, City Manager's Office, and Finance Department
- ◇ Description: Weatherford's budget is disproportionately reliant upon sales tax for operations. This dynamic came about when the city experienced rapid growth from 2001 through 2008, characterized by strong business develop-

# Weatherford Strategic Plan

## Strategic Goals and Objectives (continued)

ment along the I-20 corridor. This brought a dramatic increase in property tax and an even more dramatic increase in sales tax revenue. As the city grew, the General Fund expanded to almost double its size, and a large part of that was built on the back of rapidly expanding sales tax. Unfortunately, overwhelming dependence upon an economically elastic (hear: volatile) stream of revenue such as sales tax comes with its significant drawbacks. While this stream of revenue will grow at a rapid pace, it will also decline at the same rate. The Great Recession proved to be a breaking point for the city, as its largest stream of revenue experienced a double-digit percent decline over a two-year period. At this point in time, sales tax is still the largest stream of revenue for the General Fund by a wide margin, with the second largest stream (property tax) only earning close to 60% of what sales tax does. While Weatherford, like Texas in general, has come back strong economically, and sales tax has risen well beyond its pre-recession peak, the city's responsible staff and council members have made it a point to diversify General Fund revenue streams to hedge against this happening again. This priority is being met in two ways. First, in the previous year's budget, Weatherford passed its first property tax rate increase since the mid-2000's. The extra 2.3 cents in operations were dedicated to salary market adjustments, rising benefits costs, street funding, and ongoing funding for fire apparatus. The large assessed value increase for FY16 has augmented that strategic tax adjustment. Second, the city has adopted a sales tax methodology whereby a base level is set for ongoing sales tax dollars. This base level was initially set at \$9.83 million in FY15, and that represented the amount of sales tax that funded ongoing operations. For FY16, the baseline was increased to \$10.83 million, while the full projection for sales tax is at \$11.2 million. The difference between these two numbers is utilized for one-time expenditures only, helping to mitigate too much ongoing reliance on the volatile revenue stream.

- ◇ Timeline: Both of these initiatives were approved with the FY15 and FY16 budgets, and go into effect on October 1, 2016.

## Fleet Refreshment & Long-Term Funding

- ◇ Primary Departments Involved: Information Technology, Transportation and Public Works, Police Department, and Parks and Maintenance
- ◇ Description: This budget expands upon last fiscal year's ongoing funding for Fire apparatus. Recognizing the astronomical cost of replacing these large apparatus every few years, council and staff discussed ways to incorporate an ongoing replacement program into the annual budget. Ultimately, the city decided to issue tax notes for the purchase of two apparatus: (1) a new pumper truck and (2) a quint. Being a hybrid pumper/ladder truck, the quint replaced two vehicles in the Fire Department's fleet, enabling the overall fleet to decrease by one vehicle. Furthermore, incorporating ongoing principle and interest payments for short-term tax notes into the ongoing budget will help make room for an ongoing funding source to replace these vehicles on a more timely basis. Future budgets will have to expand on this initiative for the overall sustainability of the city's fleet. Continuing that philosophy, the City has dedicated the largest portion of its ongoing sales tax baseline increase to funding an ongoing rotation of more of its

# Weatherford Strategic Plan

## Strategic Goals and Objectives (continued)

vehicles. The first of a two-year plan has been implemented in FY16, and it includes the one-time replacement of over \$600,000 in rolling assets in the General Fund. Each of these vehicles has also been placed on the ongoing rotation, so that annual funding will be set aside for their eventual replacement. A complete breakdown of the total authorized vehicle and equipment purchases for FY16 can be found on page 68 of this document.

◇ Timeline: All vehicles and equipment become authorized for purchase on October 1, 2015.

Department	Item	One-Time	Ongoing	Total
Streets	Street Sweeper	\$ 253,050	\$ 46,734	\$ 299,784
Fire	American La France (Reserve Engine 2)*		\$ 80,385	\$ 80,385
Police	Pursuit Vehicle	\$ 48,179	\$ 13,038	\$ 61,217
Police	Pursuit Vehicle	\$ 48,179	\$ 13,038	\$ 61,217
Police	Pursuit Vehicle	\$ 46,621	\$ 12,616	\$ 59,237
Police	Pursuit Vehicle	\$ 48,179	\$ 7,906	\$ 56,085
Police	Pursuit Vehicle	\$ 46,621	\$ 7,650	\$ 54,271
Police	Pursuit Vehicle	\$ 46,621	\$ 7,650	\$ 54,271
Police	Pursuit Vehicle	\$ 46,621	\$ 7,650	\$ 54,271
Parks & Recreation	Mower	\$ 10,000	\$ 2,208	\$ 12,208
Parks & Recreation	Mower	\$ 10,000	\$ 2,208	\$ 12,208
		\$ 604,071	\$ 201,084	\$ 805,154

\* Ongoing funding has been budgeted for this item, but the one-time replacement cost is anticipated to come from trading in two vehicles currently in the Fire Department's inventory. This amount will be budgeted when the replacement revenues are confirmed.



# FY16 Budget Calendar

1

**Strategic Planning Update**

The Budget and Strategic Planning Manager led Council in a report and update on the City's strategic plan.

Feb.—  
Mar.

2

**Budget Kickoff**

Staff meeting to outline the budget process and methodology, provide target budgets, and distribute forms.

Mar. 25

3

**Departmental Budget Submissions Due**

Target budgets and any requests for funding over the target base budgets are submitted to OMB over this time frame.

Apr. 15 —  
May 7

4

**Internal Budget Discussions**

Administration and staff begin discussing all budget submissions, incorporating council priorities, and developing the proposed budget.

May —  
June

5

**Certified Tax Rolls Received**

Certified appraisal rolls from the Parker County Appraisal District are received showing taxable values. Final property tax assumptions made.

Jul.  
23

6

**Effective Tax Rates Published**

Pursuant to Texas state law, the City published its effective and roll-back rates for public review.

Aug.  
6

7	<b>Presentation of FY16 City Manager's Proposed Budget</b> The City Manager's FY16 Proposed Budget is presented to the City Council and made available for public inspection.	Aug. 11
8	<b>Tax Rate Proposed by City Council</b> City Council voted to propose a tax rate for the FY16 Weatherford Budget.	Aug. 11
9	<b>Public Hearing Held on Tax Rate</b> Following the required notices, a public hearing is held on the FY16 proposed tax rate.	Aug. 25
10	<b>Public Hearing Held on Budget and Tax Rate</b> Following the required notices, a public hearing is held on the FY16 Proposed Budget and tax rate.	Sep. 8
11	<b>Council Adopts the FY16 Budget and Tax Rate</b> Following extensive discussion in August and September, the City Council adopts the budget and tax rates for the following year.	Sep. 23
12	<b>Adopted Budget Document Published</b> Council changes are incorporated into the final budget document, which is published and made available to the public.	Dec. 2015

# Budget Process & Methodology

This budget document serves as the annual operating plan for the City of Weatherford during the fiscal year beginning October 1, 2015, and ending September 30, 2016 (FY16).

The funding choices made for FY16 were the result of hundreds of hours of deliberation at various levels: from each individual department to the City Manager and his executive team to the City Council and the people. This budget reflects not just the specific financial controls, management information, and policy development information it contains. It is a reflection of the values and goals of the community of Weatherford, Texas. The process by which it was developed was designed to produce a forward-thinking, results-oriented plan for the coming year.

## Purpose of the Budget Process

The purpose of the budget process is to identify and assure compliance with policies dictated by State law, the City Charter, City Ordinances, and administrative procedures. The aim of these policies is to achieve long-term growth and stability within a positive financial condition. These guidelines give direction to administration and staff in planning and directing the city's day-to-day financial affairs and in developing financial and management recommendations to the City Council. They provide a strategic framework for evaluating both current and proposed activities by preserving the long-standing principles, traditions, and practices of the City of Weatherford.

Budgeting is an essential element of the financial planning, control, and evaluation process of municipal government. Being an annual process, budgets are influenced by many factors, including current and projected economic conditions, decisions made in prior budgets, current needs, and long-term goals.

The budget process establishes levels of control as well. Once approved, department staff have the ability to adjust their budgets by transferring funds from one line-item to another within appropriated levels by submitting a budget

transfer request, which is reviewed by the Office of Management & Budget (OMB) and the City Manager. However, any revisions which alter the total appropriation level for a department must be approved by the City Council.

## Objectives of All Budgets

While every year brings different goals and challenges, all budgets are developed with the following shared objectives:

**Realistically Estimated Revenues:** Each revenue source should be analyzed and estimated realistically to ensure that the practice of conservatism in revenue projections is maintained.

**Efficient, Equitable, and Adequate Funding for Services:** Each service receiving funding should be given adequate resources to provide quality levels of service. To achieve this goal, some proposals or programs requested by departments are either not recommended in the budget, or in some cases, alternative requests may be funded at a lesser amount or delayed while utilizing existing services where possible.

**Sound Financial Planning:** Maintenance of adequate unallocated fund balances and reserves for unanticipated events or future allocations is important. Sufficient resources should exist for maintaining adequate balances and for meeting cash-flow requirements while providing the ability to respond to unforeseen circumstances. To achieve this goal, some expenditure requests are not recommended for funding, or are recommended at a lower level than requested. Reserve requirements for each fund are specified in the Financial Management Policy Statements.

## Objectives Specific to This Budget

This budget continues the city's transition into greater financial stability that the past several budgets have strived for. After facing several years of economic distress, FY12 saw several major revenue sources reach pre-recession lev-

els. Sales tax, in particular, grew to record high levels which were significantly above budgeted expectations. Similarly, property values held relatively constant while new properties were added to the tax roll.

On the heels of this revenue growth, both FY13 through FY15 sought to help create a more sustainable cost structure while prioritizing future service levels. These years enabled the city to address several areas that had been reduced in the wake of the economic recession during the late-2000's. Those Focal Points were:

- Provide a compensation package for employees (3 consecutive years of 2% adjustments);
- Inventory street system condition to determine optimal annual repair funding and increasing annual funding to meet that level;
- Update the city's strategic plan;
- Utilize reserves that had been built up over prior years to reduce the city's asset gap and reduce operating costs;
- Continue projects on the First Monday Grounds and the proposed Wetlands; and
- Develop a comprehensive storm water utility plan.

With the city's organizational and financial structure being more stable than the years directly following the Great Recession, FY16 presents an opportunity to mitigate long-term risk areas and align costs with focus areas identified in the adopted Strategic Plan as well as staff recommended priorities. To this goal, some items adopted in the budget are:

- Completing a city-wide citizen survey and comprehensive plan;
- Continued market adjustments for employees who's pay is significantly below the market survey performed by the Human Resources Department;
- Continued 2% pay adjustments;
- Increasing street maintenance funding to compensate

for inflated materials costs;

- Continue First Monday grounds improvements;
- Building in ongoing funding for a vehicle replacement rotation fund;
- Making strategic staffing additions to enhance efficiency and effectiveness across city departments.

## FY16 Budget Process

In January of 2013, a strategic planning consultant assisted the City Manager's Office in leading a workshop with staff and Council to discuss city priorities. Over the next several meetings, this discussion led to an analysis of the city's strengths, weaknesses, opportunities, and threats, as well as the city's goals and objectives for the coming year. It was against these goals and objectives that any budget request was weighed. In February and March of 2015, this plan was thoroughly discussed and updated for the next several years. This provided the primary driving force of this budget.

Budget kickoff was subsequently held with department staff to provide an overview of the budget outlook, identify changes to the budget process, and provide the necessary documents and forms. This was the formal beginning of the budget process.

Budget submissions were due from each department in April through May. At this time, the data were reviewed by OMB and compiled and presented to the City Manager prior to departmental budget discussions.

Between late-May and early July, budget discussions were held with the City Manager wherein departments discussed their line-item requests and explained their supplemental requests and prioritizations.

In July, the City received its final assessed values from the Parker County Appraisal District. Final revenue projections were made from this information and the proposed budget

# Budget Process & Methodology (cont.)

book was prepared by OMB staff.

In early August, the City Manager's proposed budget was presented to the City Council. Over the next two months, several work sessions and public hearings were held to discuss the various proposals included in the City Manager's budget as well as the tax rate. The City Council approved the FY16 General City Budget on September 22, 2015.

This process is summarized on the preceding pages.

## Basis of Accounting

The accrual basis of accounting is utilized by the Enterprise Funds (the Solid Waste Fund as well as the Utilities Fund, which is represented in a separate budget book). Accordingly, revenues and expenses are recognized in the accounting period in which they are earned and incurred, respectively.

All appropriated funds in this document are included in the Comprehensive Annual Finance Report (CAFR). Funds related to the operations and capital improvements of the Municipal Utility System are included in the CAFR but appropriated by the Municipal Utility Board.

The modified accrual basis is used for all other funds. Modifications in the accrual basis for these funds include the following:

- Revenues are recognized when they become both measurable (i.e. the transaction amount can be determined) and available (i.e. collectible within the current period or soon thereafter to pay current period liabilities). Primary revenue sources treated as susceptible to accrual include property taxes collected within 60 days of year-end and sales taxes collected and held by the state at year end on behalf of the City. Revenue sources from licenses, fines and forfeitures, service charges and other miscellaneous revenues are generally recognized as the cash is received.
- Expenditures are included in the budget when they are

measurable, a fund liability is incurred, and the liability will be liquidated with resources included in the budget. This includes interest and principal on general long-term debt which are recorded when due or otherwise payable.

- Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration.

## Basis of Budgeting

The City Council adopts an annual legal budget which covers the General Fund, Debt Service Fund, Enterprise Funds, Capital Funds, and certain Special Revenue Funds. All appropriations lapse at fiscal year-end. The budgets for the General Fund, Debt Service Fund and Special Revenue Funds are prepared on the modified accrual basis except for encumbrances, which are treated as budgeted expenditures. In addition, capital purchases are budgeted within the year of appropriation. The budgets for the Enterprise Funds are prepared on the modified accrual basis and include encumbrances, debt principal retirements and capital outlays as expenditures. Additionally, the Enterprise Funds do not include depreciation as a budgetary expense.

The budget process establishes levels of control as well. Once approved, department staff has the ability to adjust their budgets by transferring funds from one line-item to another within appropriated levels by submitting a budget transfer request, which is reviewed by the Office of Management & Budget (OMB) and the City Manager. However, any revisions which alter the total appropriation level for a department or fund must be approved by the City Council.

## Impact of Financial Policies on the Budget Process

The city's financial policies provide guidance throughout the budget process, including, but not limited to, the following considerations:

- Revenue Estimates: Revenues have been conservatively estimated to ensure reliable, equitable, and sufficient amounts are available to support desired services. An analysis of probable economic changes has been considered for all revenue estimates, most notably sales taxes.
  - Use of Fund Balance: Over \$1.2 million of the city's General Fund balance is being utilized in FY16 for one-time purchases. For more information, please see the *General Fund Summary*.
  - Performance Measures: In order to ensure efficient and effective service delivery, each department has included a list of performance measures which are reviewed by staff and key stakeholders. For more information, please see the department pages.
  - Replacement of Capital Assets: This budget includes over \$600,000 million in vehicle replacement costs based on the city's fleet replacement schedule. Additionally, \$200,000 of ongoing costs related to the new vehicle replacement rotation has been added to the General Fund Budget.
  - Fiscal Monitoring: Each month, staff of the Finance Department and the Office of Management & Budget (OMB) prepare expenditure and revenue reports in order to monitor departmental budgetary information, and to stay ahead of economic trends as they emerge. Additionally, OMB prepares formal year-end projections of revenue and expenditures on a quarterly basis.
- A budget is balanced when all ongoing, operational costs are supported by ongoing revenues. One-time costs may be covered by ongoing or one-time revenue sources, or through the use of fund balance.

## Capital Expenses included in this Budget

Department	Item	One-Time	Ongoing	Total
Streets	Street Sweeper	\$ 253,050	\$ 46,734	\$ 299,784
Fire	American La France (Reserve Engine 2)*		\$ 80,385	\$ 80,385
Police	Pursuit Vehicle	\$ 48,179	\$ 13,038	\$ 61,217
Police	Pursuit Vehicle	\$ 48,179	\$ 13,038	\$ 61,217
Police	Pursuit Vehicle	\$ 46,621	\$ 12,616	\$ 59,237
Police	Pursuit Vehicle	\$ 48,179	\$ 7,906	\$ 56,085
Police	Pursuit Vehicle	\$ 46,621	\$ 7,650	\$ 54,271
Police	Pursuit Vehicle	\$ 46,621	\$ 7,650	\$ 54,271
Police	Pursuit Vehicle	\$ 46,621	\$ 7,650	\$ 54,271
Animal Services	Med/Surg Equipment and Renovation	\$ 14,200		\$ 14,200
Fire	Heart Monitor/AED	\$ 12,500		\$ 12,500
Parks & Recreation	Mower	\$ 10,000	\$ 2,208	\$ 12,208
Parks & Recreation	Mower	\$ 10,000	\$ 2,208	\$ 12,208
Fire	Utility Trailer	\$ 7,000		\$ 7,000
		\$ 637,771	\$ 201,084	\$ 838,855

\* Ongoing funding has been budgeted for this item, but the one-time replacement cost is anticipated to come from trading in two vehicles currently in the Fire Department's inventory. This amount will be budgeted when the replacement revenues are confirmed.

All of the above capital expenditures can be found in the operating budgets detailed in this document. These expenditures include both non-recurring and recurring costs for ongoing rotation. These expenditures contribute to the long-term health of Weatherford by ensuring the city keeps low-maintenance, working vehicles and other assets on hand to assist in daily operations. To qualify as a capital expenditure in this regard, the item must cost over \$5,000 and have a clearly defined expected lifespan of greater than one year. The expenditures detailed above will increase the city's operating costs to the extent listed.

These capital expenditures are different from those found in the capital improvement plan, which is designated for long-term, multi-year construction projects, rather than the purchase of rolling assets.

## Facilities Maintenance included in this Budget

Location/Item	Ongoing	One-Time	Total
Old City Hall Elevator*	\$ 60,000	\$ -	\$ 60,000
Old City Hall Security Access	\$ -	\$ 33,000	\$ 33,000
Old City Hall Lower Roof	\$ -	\$ 25,000	\$ 25,000
Old City Hall Remodel	\$ -	\$ 20,500	\$ 20,500
Park Maintenance Shop Roof	\$ -	\$ 19,500	\$ 19,500
Old City Hall Carpet	\$ -	\$ 16,000	\$ 16,000
Old City Hall Security Access	\$ -	\$ 13,000	\$ 13,000
City Hall ADA improvements	\$ -	\$ 12,000	\$ 12,000
City Hall Brick Wall	\$ -	\$ 10,000	\$ 10,000
City Hall A/C balance	\$ -	\$ 8,000	\$ 8,000
Old City Hall Security Doors	\$ -	\$ 8,000	\$ 8,000
Parks Maintenance Shop Restroom	\$ -	\$ 8,000	\$ 8,000
City Hall Security Doors	\$ -	\$ 6,000	\$ 6,000
City Hall East Side Stairs	\$ -	\$ 4,000	\$ 4,000
City Hall Fire Bell Wall Stairway	\$ -	\$ 3,000	\$ 3,000
Cherry Park Electrical	\$ -	\$ 2,500	\$ 2,500
	\$ 60,000	\$ 188,500	\$ 248,500

The City has budgeted \$60,000 to be utilized for ongoing maintenance on any item needed. For FY16, this will be used on the Old City Hall Elevator. No other ongoing costs will be associated with these items, as they all represent repairs and maintenance on existing facilities.



# Authorized Position Summary

## General Fund Authorized Positions

	Actual	Approved	Projected	Proposed
	FY14	FY15	FY15	FY16
<b>Animal Services*</b>				
Director of Animal Services	1	0	0	1
Operations Manager	1	1	1	1
Animal Control Officer	2	3	3	3
Veterinary Technician	1	1	1	2
Lead Animal Care Tech	1	1	1	1
Lead Animal Shelter Clerk	1	1	1	1
Animal Care Technician	3	4	4	4
Animal Shelter Clerk	1	1	1	1
*All positions previously located in Municipal & Community Services	11	12	12	14
<b>City Administration</b>				
City Manager	1	1	1	1
Assistant City Manager	1	1	1	1
Community Relations Manager (Full-Time)	0	1	1	1
Community Relations Manager (Contract)	1	0	0	0
Community Relations Assistant (Part-Time)	0	0	0	1
Emergency Manager*	0	0	1	1
City Secretary	1	1	1	1
Executive Assistant	1	1	1	1
*Previously located in the Fire Department.	5	5	6	7
<b>Consumer Health</b>				
Health Inspector	1	1	1	1
Office Assistant (Part-Time)		1	1	1
	1	2	2	2
<b>City Attorney's Office</b>				
City Attorney (Contract)	1	1	1	1
	1	1	1	1
<b>City Council</b>				
Mayor	1	1	1	1
Council Member	4	4	4	4
	5	5	5	5

### Notes

This chart shows authorized positions by department. Staffing tables on department pages show full-time equivalent position totals.

# Authorized Position Summary

## General Fund Authorized Positions (continued)

	Actual	Approved	Projected	Proposed
	FY14	FY15	FY15	FY16
<b>Economic Development</b>				
Director	1	1	1	1
Administrative Secretary (Part-Time)	0	1	0	0
Administrative Secretary (Full-Time)	0	0	0	1
	1	2	1	2
<b>Finance Department</b>				
Finance Director	1	1	1	1
Finance Analyst	1	1	1	1
Assistant Director	1	1	1	1
Staff Accountant	1	1	1	1
Accounting Clerk	2	2	2	2
Municipal Judge (Contract)	1	1	1	1
Associate Judge (Contract)	1	1	1	1
Court Clerk	1	1	1	1
Sr Deputy Clerk	1	1	1	1
Deputy Court Clerk	2	2	2	2
Court Clerk / Juvenile Case Manager*	1	1	1	1
Director of Management/Budget	0	0	0	0
Budget & Strategic Planning Manager	1	1	1	1
Budget Intern	0	0	0	1
*Partially funded through Municipal Juvenile Case Manager Fund	14	14	14	15
<b>Fire Department</b>				
Fire Chief	1	1	1	1
Division Chief/Fire Marshal	1	1	1	1
Mechanic (Part-Time)	1	1	1	1
Division Chief/Training Officer	1	1	1	1
Battalion Chief	3	3	3	3
Fire Lt/Company Officer	12	12	12	12
Deputy Fire Marshal	1	1	1	1
Driver/Engineer	12	12	12	12
Fire Fighter	27	24	24	27
Emergency Manager*	0	1	0	0
Sr Administrative Secretary	1	1	1	1
*Moved to City Manager's Office	60	58	57	60

# Authorized Position Summary

## General Fund Authorized Positions (continued)

	Actual	Approved	Projected	Proposed
	FY14	FY15	FY15	FY16
<b>Human Resources</b>				
Director	1	1	1	1
Risk Manager	1	1	1	1
HR Generalist	1	1	1	1
	3	3	3	3
<b>Information Technology</b>				
Director	1	1	1	1
Network Administrator	1	1	1	1
GIS Coordinator	1	1	1	1
System Analyst	1	1	1	1
GIS Technician	2	2	2	2
GIS Tech/Support Specialist	1	1	1	1
	7	7	7	7
<b>Library</b>				
Director	1	1	1	1
Assistant Director	1	0	0	0
Librarian	2	3	3	3
Librarian (Part-Time)	2	2	2	2
Supervising Library Tech	1	1	1	1
Librarian Associate	1	1	1	1
Sr Library Clerk	1	1	1	1
Sr Library Clerk (Part-Time)	1	1	1	1
Sr Office/Circulation Asst	1	1	1	1
Library Clerk	3	3	3	3
Library Clerk (Part-Time)	7	6	6	6
	21	20	20	20

# Authorized Position Summary

## General Fund Authorized Positions (continued)

	Actual	Approved	Projected	Proposed
	FY14	FY15	FY15	FY16
<b>Municipal &amp; Community Services</b>				
Director of Municipal/Community Services*	1	1	1	0
Assistant Director	1	1	1	0
Facilities Maintenance Supervisor	1	1	1	1
Facilities Maintenance Tech	1	1	1	1
Lead Custodian	1	1	1	1
Custodian	2	2	2	2
Custodian (Part-Time)	3	3	3	3
Sr Mechanic	1	1	1	1
Mechanic	1	1	1	1
*In FY16, funded completely in Solid Waste Utility Fund.	12	12	12	10
<b>Parks &amp; Recreation*</b>				
Park Facilities Coordinator	1	1	1	1
Assistant Director	1	0	0	0
Park Supervisor	0	0	0	0
Grounds Maintenance Supervisor	3	3	3	3
Crew Leader	1	1	1	1
Irrigation Technician	1	1	1	1
Aquatics/Athletics Tech	1	1	1	1
Park Facilities Asst. (Part-Time)	1	1	1	1
Light Equip. Operator	1	1	1	1
Sr Groundskeeper	3	3	3	3
Groundskeeper	4	4	4	4
Groundskeeper (Part-Time)	1	1	1	1
Director of Parks & Recreation	1	1	1	1
Recreation Coordinator	1	1	1	1
Recreation Assistant (Part-Time)	1	1	1	1
Special Events Coordinator	-	1	1	1
	21	21	21	21

\*does not include part-time/temporary staff for Swimming Pools, staffed on an as-needed basis.

# Authorized Position Summary

## General Fund Authorized Positions (continued)

	Actual	Approved	Projected	Proposed
	FY14	FY15	FY15	FY16
<b>Planning &amp; Development</b>				
Director of Planning & Development	1	1	1	1
Assistant Director	0	0	0	0
Building Official	1	1	1	1
City Planner	1	1	1	1
Plans Examiner	1	1	1	1
Building Inspector II/Plans Examiner	0	0	0	0
Building Inspector	2	2	2	2
Administrative Secretary (Part-Time)	2	1	1	0
Planning Technician	0	1	1	1
Permit Technician	2	2	2	2
Historic Preservation/Downtown Coordinator*	0	1	1	1
Code Enforcement Officer (Part-Time)	1	0	0	0
Code Compliance Officer	3	3	2	2
*Partially funded through Hotel/Motel Tax Fund	14	14	13	12
<b>Police Department</b>				
Chief of Police	1	1	1	1
Deputy Chief	1	1	1	1
Commander	0	5	5	5
Captain	2	0	0	0
Lieutenant	3	0	0	0
Sergeant	9	9	9	9
Detective/Corporal	14	14	14	14
Officer	29	27	27	27
Officer (Part-Time)	3	3	3	3
Bailiff	1	1	1	1
Special Services Planner	1	1	1	1
Telecommunicator	11	11	11	11
Telecommunicator (Part-Time)	1	1	1	1
Property & Evidence Tech (Part-Time)	1	1	1	1
Police TCO/TAC	1	1	1	1
Finance Specialist	1	1	1	1
Property & Evidence Tech	2	2	2	2
Records Clerk	2	2	2	2
Office Assistant	0	0	0	0
Office Assistant (Part-Time)	1	1	1	1
	84	82	82	82

# Authorized Position Summary

## General Fund Authorized Positions (continued)

	Actual	Approved	Projected	Proposed
	FY14	FY15	FY15	FY16
<b>Transportation &amp; Public Works</b>				
Director, TPW	1	1	1	1
Director, Capital Projects	1	1	1	1
Civil Engineer*	1	1	1	1
TPW Coordinator	1	1	1	1
Sr Office Assistant	1	1	1	1
Field Service Aide II	2	2	2	2
Traffic Technician	1	1	1	1
Traffic Maintenance Worker	1	1	1	1
Street Supervisor	1	1	1	1
Foreman	3	3	3	3
Heavy Equipment Operator	2	2	2	2
Light Equipment Operator	1	1	1	1
Maintenance Worker II	2	2	2	2
Maintenance Worker I	2	3	3	3
Traffic Maintenance Worker (Part-Time)	0	0	0	2
*The Civil Engineer position has been funded through December of 2015.	20	21	21	23
<b>General Fund</b>	<b>300</b>	<b>277</b>	<b>276</b>	<b>279</b>

# Authorized Position Summary

## Heritage Park Events Fund

	Actual	Approved	Projected	Proposed
	FY14	FY15	FY15	FY16
<b>Parks &amp; Recreation</b>				
Recreation Coordinator	1	1	1	1
Groundskeeper	3	3	3	3
First Monday Assistant (Part-Time)	2	2	2	2
Office Assistant (Part-Time)	1	1	1	1
	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>
<b>Heritage Park Events Fund</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

## Hotel/Motel Tax Fund

	Actual	Approved	Projected	Proposed
	FY14	FY15	FY15	FY16
<b>Planning &amp; Development</b>				
Historic Preservation/Downtown Coordinator	1	1	1	1
*Partially funded through General Fund (Planning & Development)	1	1	1	1
	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>Hotel/Motel Tax Fund</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

# Authorized Position Summary

## Solid Waste Fund

	Actual FY14	Approved FY15	Projected FY15	Proposed FY16
<b>Municipal &amp; Community Services</b>				
Director of Municipal & Community Services*	0	0	0	1
Foreman	1	1	1	1
Sanitation/Fleet Coordinator	1	1	1	1
Truck Driver	4	4	4	4
Sr Sanitation Worker	2	2	2	2
Sanitation Worker	8	8	8	8
*Moved from General Fund in FY16. Was partially funded from Solid Waste in previous years via Admin Transfer.	16	16	16	17
<b>Solid Waste Fund</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>17</b>

## Chandor Gardens Fund

	Actual FY14	Approved FY15	Projected FY15	Proposed FY16
<b>Parks &amp; Recreation</b>				
Recreation Manager	1	1	1	1
Horticulturalist	1	1	1	1
Facility Coordinator	0	0	0	0
Sr Groundskeeper	1	1	1	1
Custodian (Part-Time)	1	1	1	1
Recreation Assistant (Part-Time)	4	4	4	4
Office Assistant	1	1	1	1
	9	9	9	9
<b>Chandor Gardens Fund</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>



# Authorized Position Summary

## *Animal Services*

During FY15, it was decided that Animal Services would become its own department, rather than continue to be managed as a part of Municipal & Community Services. As such, the Assistant Director of Municipal & Community Services became the Animal Services Director. Additionally, the City added a Veterinarian Technician to assist with surgeries and health issues at the shelter.

## *City Administration*

The Emergency Manager position has been relocated to this department. Additionally, the City added a part-time Community Relations Assistant for FY16.

## *Consumer Health*

The FY16 budget authorized Consumer Health to convert the non-recurring part-time administrative assistant into a permanent position.

## *Economic Development*

The FY15 budget authorized Economic to hire a part-time administrative assistant to help with clerical work. The FY16 budget converted this one-time position into a recurring, full-time employee.

## *Finance Department*

The Office of Management and Budget has been authorized to hire a part-time Budget Intern to assist with budget monitoring and the FY17 budget process.

## *Fire Department*

As mentioned above, the Emergency Manager position was moved from the Fire Department into the City Manager's Office. Additionally, due to an increase in revenue associated with the interlocal agreement with Emergency Services District 3, the department added three new firefighters.

## *Municipal and Community Services*

As mentioned above, the Assistant Director of this department has been reclassified to become the Director of Animal Services. Additionally, the Director position has been moved to where it is now fully funded in the Solid Waste Fund.

# Authorized Position Summary—Changes

## *Transportation & Public Works*

The department added two part-time summer traffic workers for FY16.





**General Fund**







**The General Fund is the primary operating fund for the City of Weatherford. It is used to account for all financial resources except those required to be accounted for in another fund. This fund is accounted for on the modified accrual basis of accounting. Revenues are recorded when available and measurable, and expenditures are recorded when the liability is incurred.**



# General Fund Summary

	Actual FY13	Actual FY14	Adopted FY15	Projected FY15	Proposed FY16
<b>Beginning Fund Balance</b>	<b>12,793,172</b>	<b>11,508,329</b>	<b>12,000,723</b>	<b>12,000,723</b>	<b>10,346,989</b>
<b>Revenues</b>					
Property Taxes	5,315,725	5,501,475	5,984,156	5,984,156	6,424,155
Sales Taxes	9,969,043	10,591,223	10,100,000	11,100,000	11,173,000
Other Taxes	750,269	765,657	769,000	915,067	855,000
Licenses	462,246	489,768	524,502	572,922	587,608
Intragovernmental Revenue	405,752	626,683	523,489	576,547	971,603
Service Charges	1,111,241	1,042,242	988,419	1,103,321	903,280
Fines & Forfeitures	498,697	477,088	492,000	447,236	481,440
Miscellaneous Revenue	351,963	244,956	442,438	460,692	271,838
Transfers & Other Sources	5,336,609	5,355,596	6,507,600	6,661,954	5,311,620
Intergovernmental Services	1,969,540	2,080,957	2,159,478	2,101,890	2,148,345
<b>Total Revenue</b>	<b>26,171,087</b>	<b>27,175,645</b>	<b>28,491,082</b>	<b>29,923,785</b>	<b>29,127,888</b>
<b>Available Resources</b>	<b>38,964,259</b>	<b>38,683,974</b>	<b>40,491,805</b>	<b>41,924,508</b>	<b>39,474,877</b>
<b>Expenditures</b>					
City Administration	639,662	640,697	795,711	875,561	1,183,047
City Attorney	81,999	126,981	201,490	107,243	151,490
Consumer Health	95,071	99,046	131,745	128,055	158,022
City Council	44,765	47,926	131,991	122,287	133,034
Economic Development	172,598	174,253	211,063	180,873	240,796
Finance	1,018,221	925,405	1,106,496	1,128,302	1,003,586
Fire Services	5,682,838	5,251,796	7,125,681	7,280,295	5,918,472
Human Resources	322,802	345,454	353,370	347,681	357,423
Information Technology	1,813,588	1,685,771	2,182,480	2,232,567	2,048,663
Library	1,097,197	1,153,775	1,138,380	1,133,373	1,103,353
Municipal & Community Services	1,769,119	1,743,939	2,211,474	2,122,196	2,149,945
Non Departmental	705,325	820,072	991,653	709,623	986,912
Parks & Recreation	2,693,023	2,030,475	2,154,216	2,161,244	1,856,556
Planning & Development	716,295	790,270	1,014,726	1,000,009	849,041
Code Enforcement	177,798	177,013	185,248	172,780	188,680
Police Services	7,181,727	7,328,550	7,547,897	7,461,589	7,881,570
Transportation & Public Works	3,269,128	3,345,159	3,738,864	3,685,842	3,596,994
<b>Total Expenditures</b>	<b>27,481,155</b>	<b>26,686,582</b>	<b>31,222,485</b>	<b>30,849,519</b>	<b>29,807,585</b>

	Actual FY13	Actual FY14	Adopted FY15	Projected FY15	Proposed FY16
<b>Total Revenue</b>	<b>26,171,087</b>	<b>27,175,645</b>	<b>28,491,082</b>	<b>29,923,785</b>	<b>29,127,888</b>
<b>Total Expenditures</b>	<b>27,481,155</b>	<b>26,686,582</b>	<b>31,222,485</b>	<b>30,849,519</b>	<b>29,807,585</b>
<b>Other Adjustments</b>					
Transfer to Veh. Repl. Fund**		-	-	(628,000)	(604,580)
Other Misc	25,225	3,331	-	-	
Reserve for Retirees				(100,000)	
<b>Ending Fund Balance</b>	<b>11,508,329</b>	<b>12,000,723</b>	<b>9,269,320</b>	<b>10,346,989</b>	<b>9,062,712</b>
<b>Ending Days*</b>	<b>164</b>	<b>167</b>	<b>130</b>	<b>145</b>	

For FY16, the City Council set as a budget goal the utilization of a portion of existing fund balance for one-time purchases that achieve the goal of closing the city's asset gap and/or reducing operating costs. This budget includes a draw-down of fund balance by approximately 12% of expected beginning reserves as a result of this goal. By doing this, the General Fund is expected to end FY16 with 120 days of operating reserves, which is well above the city's minimum requirement of 90 days. A survey of similar cities and an analysis of historical use of fund balance for the City of Weatherford found this 90 day requirement to be both reasonable and appropriate. This decision was made with the understanding that fund balance will not be used for ongoing operational needs, and these funds will not be available for use in future budgets.

One Time Costs	1,639,897
Sales Tax Freeze	793,000
One-Time Revenue	162,308
Ongoing Revenue	28,172,580
Ongoing Costs	28,167,688
Ongoing Over/(Under)	4,892

#### Working Day Cost Calculation

Ongoing Costs	28,167,688
Direct Revenue Offsets	
Three FF's from ESD	(180,000)
Utility Patching	(150,000)
ACO Agreements	(112,000)
School Resource Officers	(160,003)
Subtotal Offsets	(602,003)
Total Working Cost	27,565,684
Daily Cost	75,522.42
Balance	9,062,712
Ending Days	120
90 Day Reserve	6,797,018
Available Balance	2,265,694
Available Days	30

\*All ending days calculations are made based on FY16 daily cost.

\*\*Budgeted in Non-Departmental (901)

## General Fund Summary (cont.)

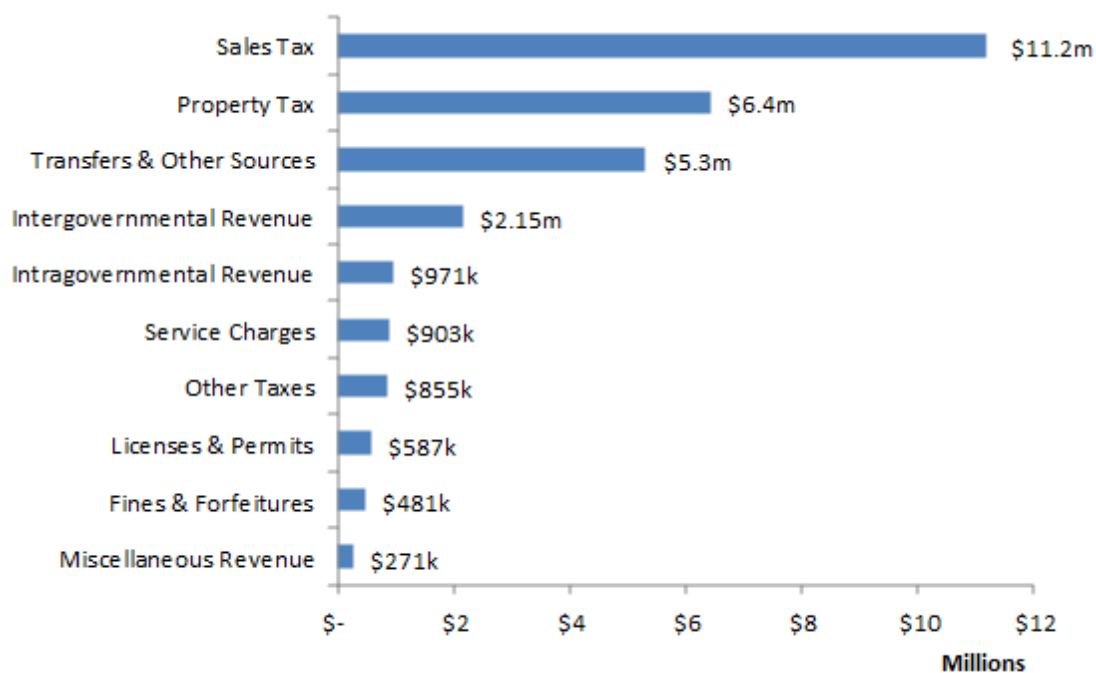
Revenues are comprised of general taxes (ad valorem, sales, and franchise), service charges, intergovernmental transfers and grants, fines, and transfers from other city funds.

These revenues finance general municipal operations, including law enforcement, fire protection, street maintenance, recreational activities, library services, plan review and permitting, human resources, financial services, and others.

## Where does the money come from?

General Fund revenue is composed primarily of sales tax, property taxes, and transfers. These three sources comprise 78.6% of the total annual revenue.

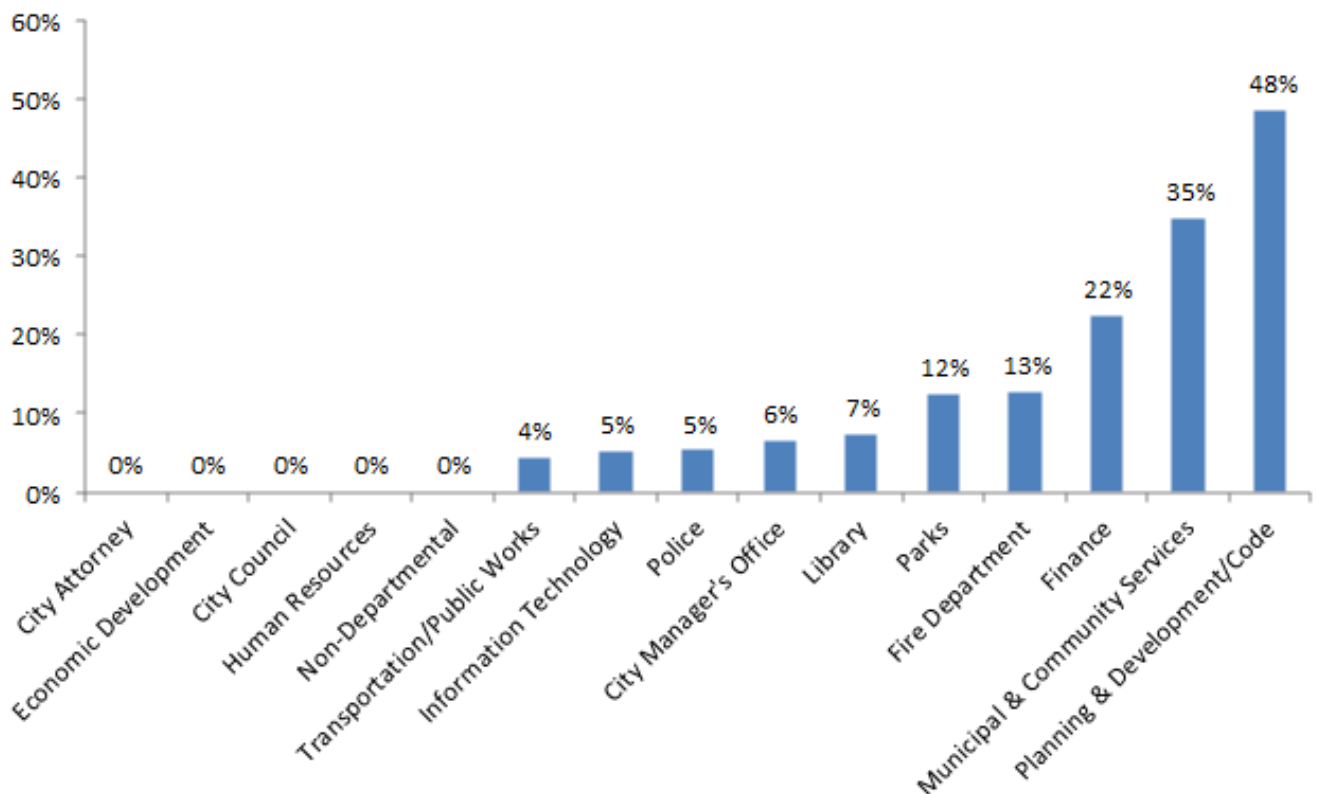
### General Fund Revenue Sources by Category



This revenue funds most of the common functions of local government, paying for an array of diverse activities such as police and fire protection, routine street maintenance, parks and recreation, libraries, and planning. While property taxes are an important revenue source for local governments, as they are the most predictable and controllable, they are not the General Fund's largest revenue stream. Only \$6.4 million, or 22% of the city's operating revenue, is from taxes on property. In contrast, sales taxes generate 38% of the annual revenue.

For some of the functions covered in the General Fund it is possible to assess a direct fee for providing a service, such as when an animal is adopted from the Weatherford/Parker County Animal Shelter, or for inspection services rendered. While these revenue sources help to defray some of the cost for these programs, they are typically insufficient to cover the entire cost. The following chart shows the percentage of operational costs that are covered by revenue generated by each department.

#### Percentage of Department Costs Covered by Direct Revenues & Chargebacks



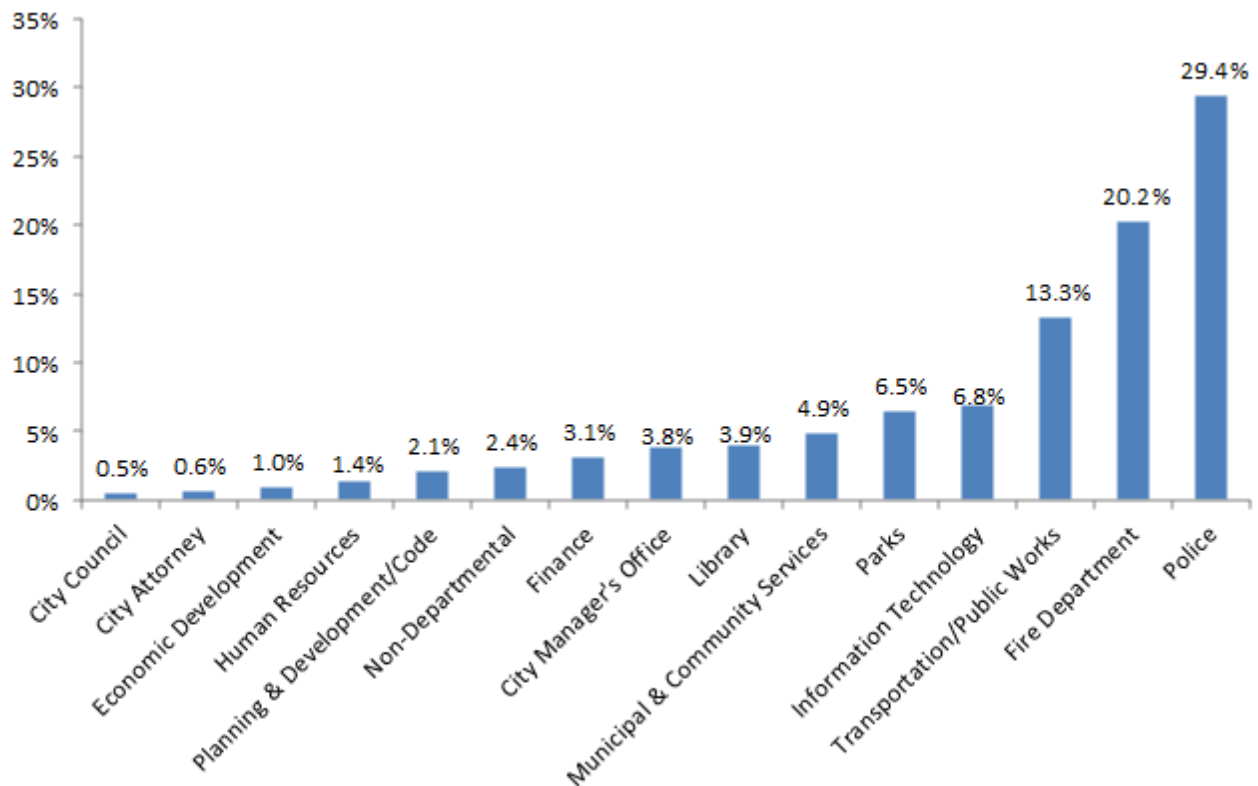
Overall, approximately 11% of the General Fund is covered through direct department-generated revenues, interlocal agreements, or by chargebacks for internal services.

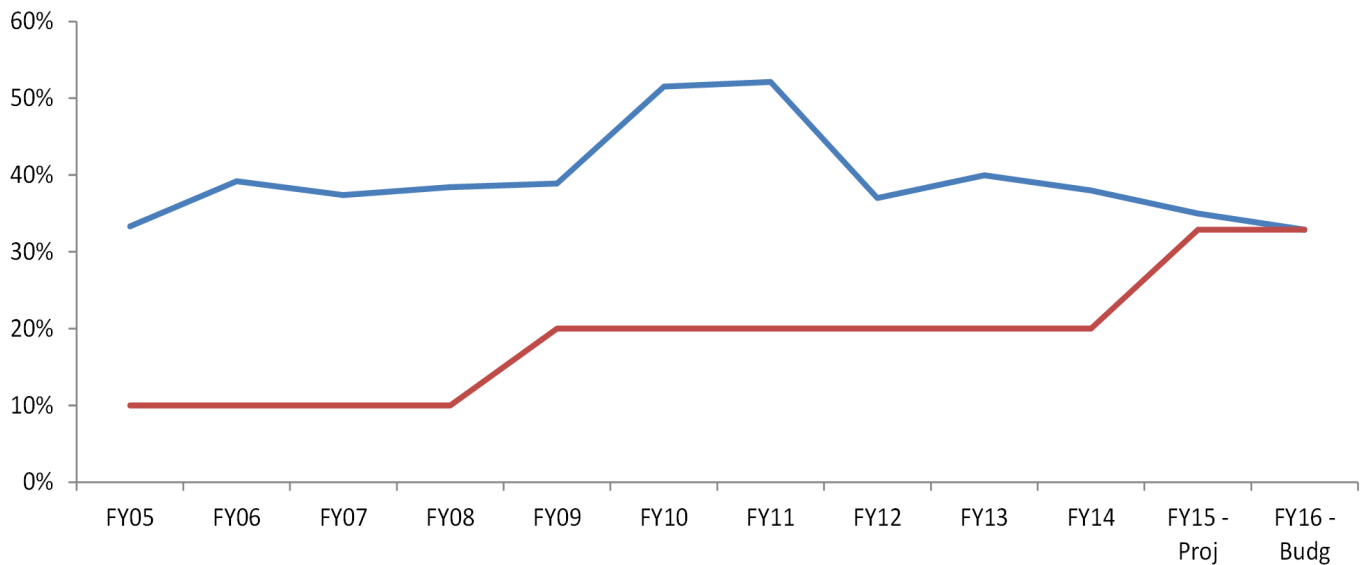
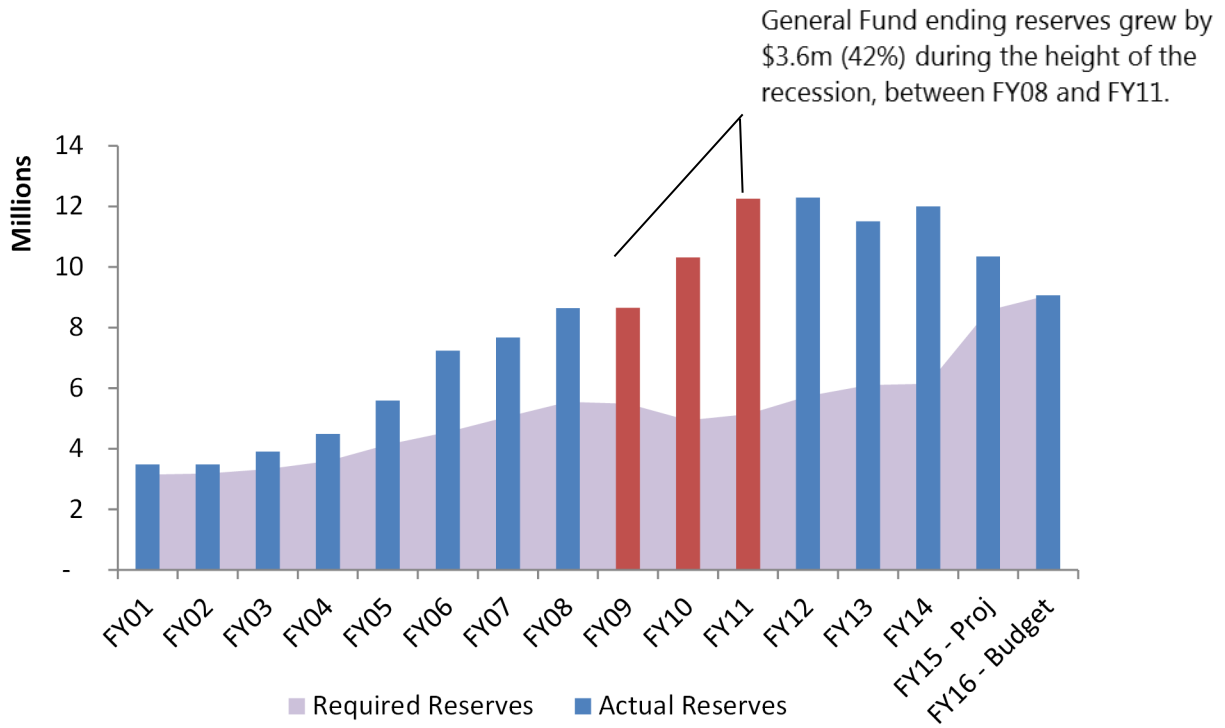


## General Fund Summary (cont.)

### Where does the money go?

The below information shows the City's total ongoing budget, less the aforementioned self-supported funding, broken down by department. The column to the right breaks down the percentage of the total ongoing budget that each department is responsible for. As with the Service Area Summary earlier in this document, the percentages tend to follow the personnel breakdown in the General Fund.





# General Fund Five-Year Forecast

The Office of Management and Budget updates its General Fund five-year forecast annually in conjunction with the budget process. The initial year of the forecast is the budget year, which then extends four years out.

## Baseline Assumptions

The initial five-year forecast is built under a “baseline” assumption. It is not intended to be a forecast of future events, but a benchmark against which future budget decisions can be measured. It assumes that current programs are maintained at current service levels during the forecast window. This baseline assumption is primarily used to avoid assuming any specific policy decisions that the City Council may or may not enact during the forecast window.

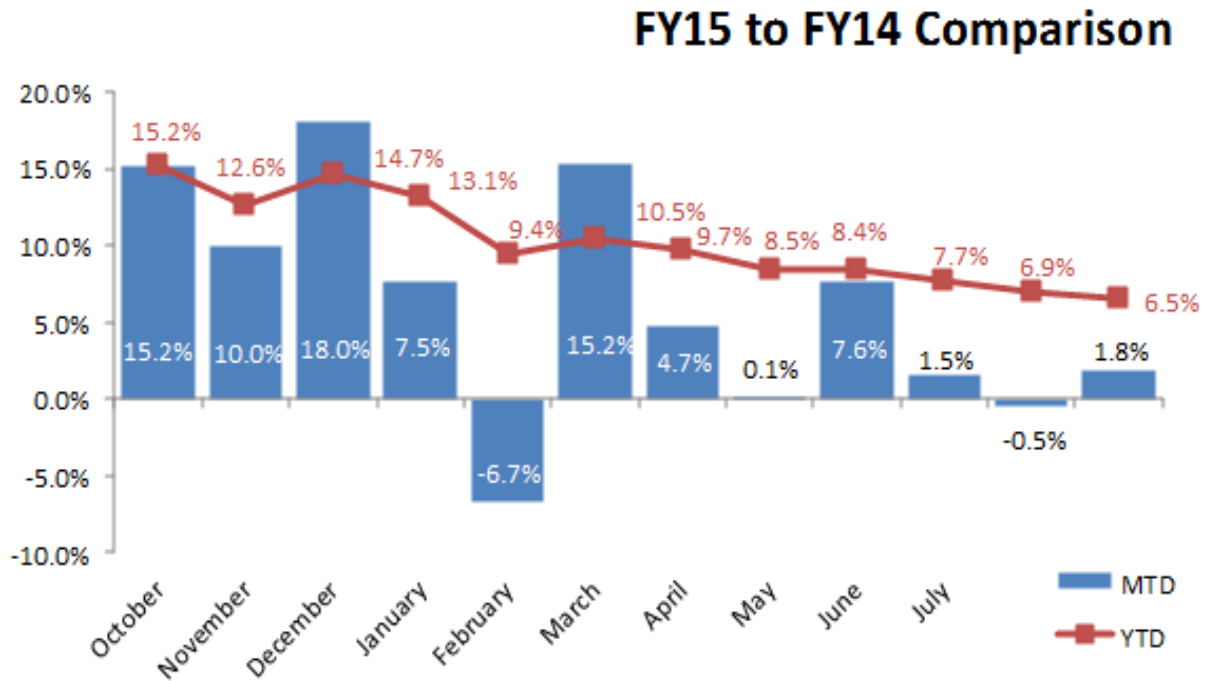
Major revenue items were projected in detail using trend analysis, including property and sales taxes, and transfers from other funds. Property taxes were projected by evaluating assessed value trends and taking into account any development projects underway or scheduled for completion during the forecast window, and any economic development agreements that may reduce the amount of revenue to be collected. Sales tax projections were developed using a similar method, accounting for possible economic development agreements and business turnover that may limit revenue growth.

For expenditure projections, the primary focus was placed on personnel costs, which represent the largest single cost incurred by the city. The baseline assumption required that no net new positions were added during the forecast window, while personnel costs increased at a modest rate due to expected increases in health insurance and other benefit costs. No salary increases were assumed, as those are approved by Council via the budget process. Additionally, fuel, electricity, and street repair costs were considered individually. Other expenditure items were projected based on historical growth trends relative to expected inflation rates.

## Revenue Considerations

### Sales Tax—Short Trajectory

Fiscal year 2015 has brought an unexpectedly high growth in sales tax. Final 2015 collections ended up 6.5% from the previous fiscal year. The graph below shows our month-to-date comparison in the blue bars. The year-to-date comparison is overlaid in the red line.



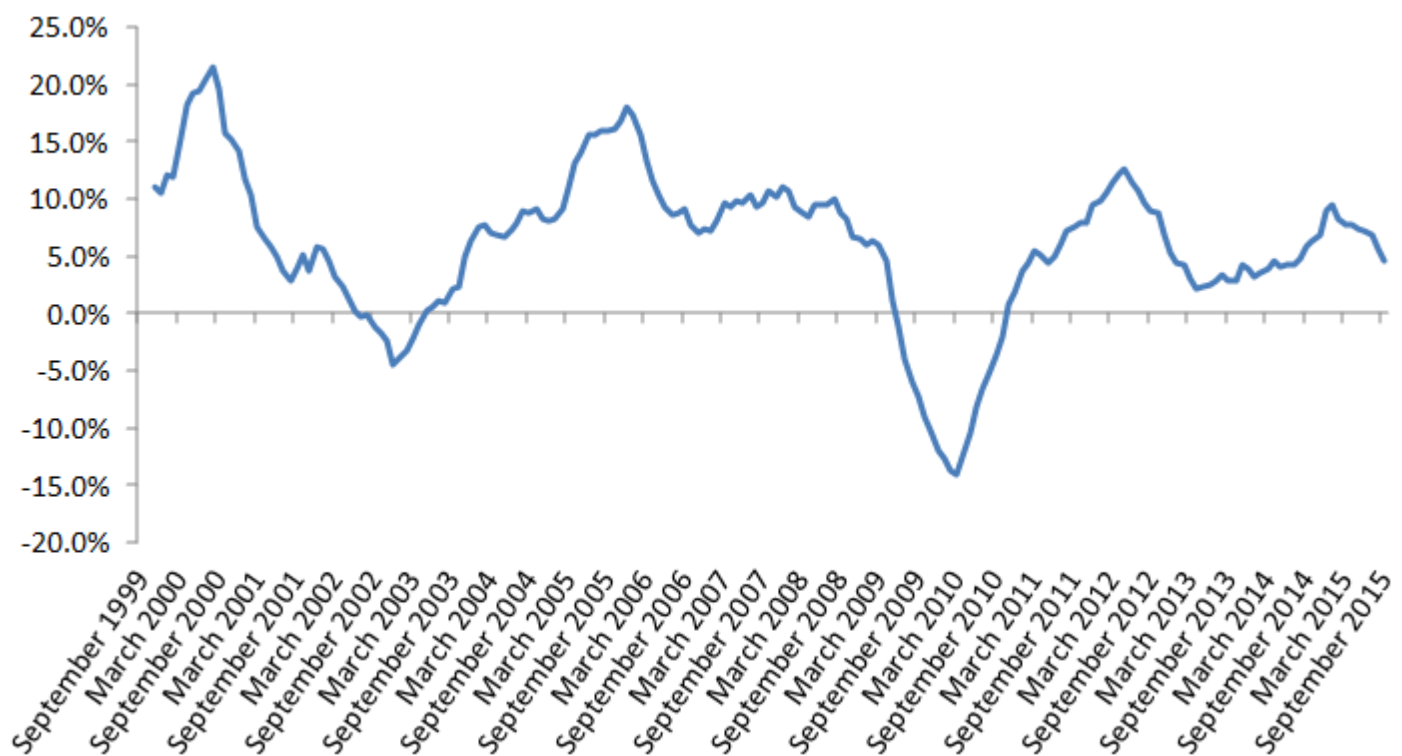
Ending with \$11.3 million in collections (almost \$200,000 higher than this document initially projected), the total year-over-year dollar increase is approximately \$685,000.

# General Fund Five-Year Forecast

## *Sales Tax—Growth Considerations*

This steep growth actually began back in FY14. Initially, the primary industry drivers for this growth were the City's agricultural, manufacturing, utilities, and construction sectors. However, near the end of FY14 and continuing through FY15, the growth expanded to include all industries.

Looking at the past 15 years of collections from the State, a telling pattern emerges that staff would be wise to pay attention to. Looking at a rolling 12-month increase shows a trend wherein Weatherford goes through a period of steep growth, followed by stagnation or moderate decline, followed by a slight upsurge in growth before dipping into negative territory. As the graph below shows, the city looks as if it could be on the cusp of its next decline, although the actual timing and depth of that decline is, as always, unknown.



## *Sales Tax—Baseline vs. Full Projection*

In FY15, the City introduced a new method of budgeting for sales tax. Following this method, staff will budget for the full projection in sales tax collections--\$11.173m in the case of FY16. However, only a portion of the sales tax is relied upon for recurring expenditures--\$10.38m in this case. By doing this, the City lags its sales tax growth in order to mitigate sharp downturns and their effect on operations. To help set this baseline, staff will consider (1) the last three years (including current year projected) collections for sales tax as well as (2) the largest year-over-year decrease the City has experienced.

As of now, the budget relies on \$10.38m in sales tax for ongoing operations, which is a baseline increase of \$550,000

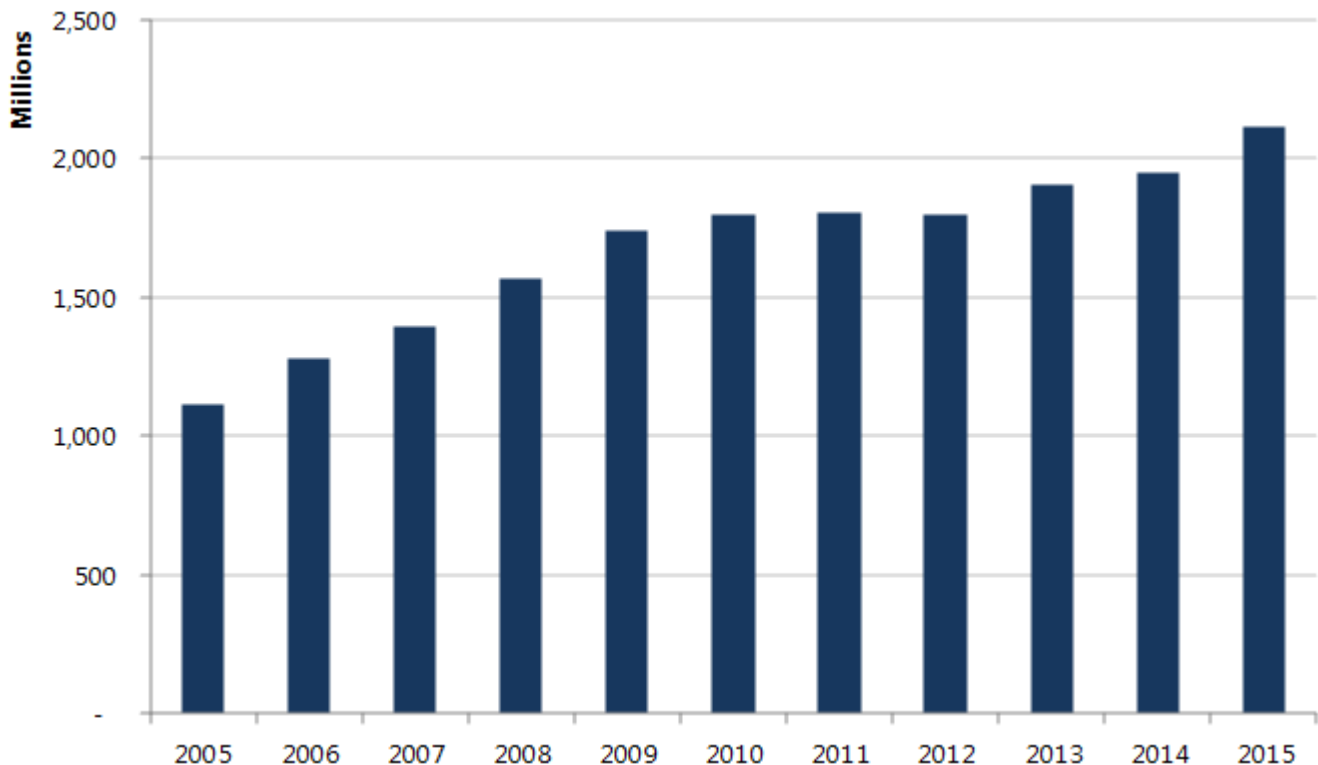
## Baseline Forecast

over the previous baseline of \$9.83m. Taking into consideration the collections for FY15, the three-year average for sales tax receipts would be sitting at \$10.62m. To keep things a little more conservative given the history of this revenue, staff is setting the baseline at around 7% below the full projection of \$11.173m, and 8% below the FY15 collections. In order for the City to not make its baseline sales tax budget, it would have to experience a year-over-year decline greater in magnitude than that which was felt during the Great Recession. Staff believes these considerations are in Weatherford's best interest and will help to keep it financially sound.

The City's General Fund forecast takes this budgeting method into consideration as well as the expected stagnation or decline in the coming year and a half. Total sales tax growth from FY16 to FY20 is shown to be around 3.9%. The forecast shows about a 3% decrease from FY16 to FY17, and an increase of 7% from FY17 to FY20. This projection is meant to mirror actual dramatic growth and decline of this revenue stream.

### *Property Tax—Growth Considerations*

Over the past ten years, the city has seen average assessed value growth of 6.9%. However, the bulk of this growth came before the effects of the Great Recession could be felt in taxable values. Since the City began recovering over the last 5 years, that average growth has been around 3.3%. The largest growth in that period came in this budget year, with an 8.5% tax value increase. Because this is an unusual turn of events, staff looked at the previous 5-year growth average, which was 2.3%. The forecast continues this more modest growth for two years, before declining in FY18 through FY19. This is consistent with general economic implications, as property tax revenue growth/decline tends to lag at least one year behind the growth/decline in general economic conditions.



## Baseline Forecast

### *Financial Risk Factors*

Over the last several years, the City of Weatherford has identified some major risk areas to its operational and financial health. The primary ones identified are as follows:

- Adequate funding for fleet replacements,
- Considering the large number of employees near retirement age and the subsequent payouts,
- Keeping pay consistent with the market for each position,
- Sufficient annual street funding dollars, and
- An overreliance on sales tax.

These areas created an environment whereby Weatherford's operations could take a substantial hit in any given year, and put the City in a strategically deficient position. However, the City was able to make significant strides in these areas in the last year, and continues to do so with this proposed budget. The property tax rate was increased in FY15 in order to help balance the General Fund's reliance on sales tax with a more controllable and reliable revenue stream. Additionally, the incremental revenue was partially dedicated to shoring up annual street maintenance to recommended levels, implementing market increases for targeted positions, and creating ongoing funding for two large Fire department apparatus. During the FY16, the City will continue to address several of these items, including funding a fleet replacement schedule, completing market adjustments and allowing for a 2% pay adjustment for staff who's salaries are already consistent with the market, initiating ongoing funding for retiree payouts, and making sure no ground is lost in annual street maintenance funding. The baseline forecast that follows will show moderate capacity through FY18 before rapidly increasing in FY19. This increase is due to a projected adjustment to the sales tax baseline.

## General Fund Five-Year Forecast Risk Areas

	FY15 Proj	FY16	FY17	FY18	FY19	FY20
<b>Beginning FB</b>	<b>12,000,723</b>	<b>10,346,988</b>	<b>9,062,712</b>	<b>9,227,763</b>	<b>9,376,357</b>	<b>9,888,884</b>
<b>Revenues</b>						
Property Tax	5,984,156	6,424,155	6,571,910	6,683,633	6,770,520	6,858,537
Sales Tax	11,100,000	10,380,000	10,380,000	10,380,000	10,796,800	10,796,800
Other Taxes	915,067	855,000	895,350	912,441	947,290	983,501
Licenses and Permits	572,922	587,608	607,585	617,354	619,994	623,567
Intergov't Revenue	576,547	971,603	940,486	948,291	960,115	976,118
Charges for Services	1,103,321	903,280	909,063	916,803	928,328	941,000
Fines and Forfeitures	447,236	481,440	490,619	500,130	509,980	520,180
Miscellaneous Revenue	460,692	271,838	281,447	292,211	304,179	317,408
Transfers	6,661,954	5,311,620	5,360,200	5,409,825	5,460,516	5,512,299
Intragov't Services	2,101,890	2,148,345	2,115,853	2,139,068	2,165,564	2,193,253
<b>Grand Total</b>	<b>29,923,785</b>	<b>28,334,888</b>	<b>28,552,513</b>	<b>28,799,756</b>	<b>29,463,286</b>	<b>29,722,662</b>
<b>Expenditures</b>						
City Administration	1,003,616	1,341,069	1,025,908	1,031,331	1,038,066	1,046,191
City Attorney	107,243	151,490	153,384	156,068	159,579	163,968
City Council	122,287	133,034	134,601	136,738	139,473	142,842
Economic Development	180,873	240,796	241,777	243,030	244,569	246,410
Finance	1,128,302	1,003,586	1,002,122	1,006,580	1,012,004	1,018,449
Fire Services	7,280,295	5,918,472	5,826,045	5,853,224	5,885,350	5,922,713
Human Resources	347,681	357,423	358,516	359,888	361,553	363,528
Information Technology	2,232,567	2,048,663	1,843,086	1,885,982	1,933,642	1,986,336
Library	1,133,373	1,103,353	1,053,774	1,059,875	1,067,153	1,075,677
Municipal & Comm. Svcs	2,122,196	2,149,945	1,895,570	1,911,219	1,929,808	1,951,509
Non Departmental	709,623	986,912	613,899	619,622	627,108	636,463
Parks & Recreation	2,161,244	1,856,556	1,866,163	1,882,660	1,901,311	1,922,237
Planning & Development	1,172,790	1,037,721	1,013,582	1,017,672	1,022,526	1,028,186
Police Department	7,461,589	7,881,570	7,795,522	7,825,092	7,859,248	7,898,258
Trans. & Public Works	3,685,842	3,596,994	3,563,515	3,662,182	3,769,370	3,885,583
<b>Grand Total</b>	<b>30,849,519</b>	<b>29,807,585</b>	<b>28,387,462</b>	<b>28,651,162</b>	<b>28,950,759</b>	<b>29,288,351</b>
<b>Surplus/Deficit</b>	<b>(925,735)</b>	<b>(1,472,697)</b>	<b>165,051</b>	<b>148,594</b>	<b>512,527</b>	<b>434,311</b>
<b>Fleet Fund/Retiree Reserve</b>	<b>(728,000)</b>	<b>(604,580)</b>				
<b>One-Time Revenues</b>		<b>162,308</b>				
<b>One-Time Expenses</b>		<b>1,639,897</b>				
<b>Operating Surplus/Deficit</b>		<b>4,892</b>	<b>165,051</b>	<b>148,594</b>	<b>512,527</b>	<b>434,311</b>
<b>Ending FB</b>	<b>10,346,988</b>	<b>9,062,712</b>	<b>9,227,763</b>	<b>9,376,357</b>	<b>9,888,884</b>	<b>10,323,195</b>



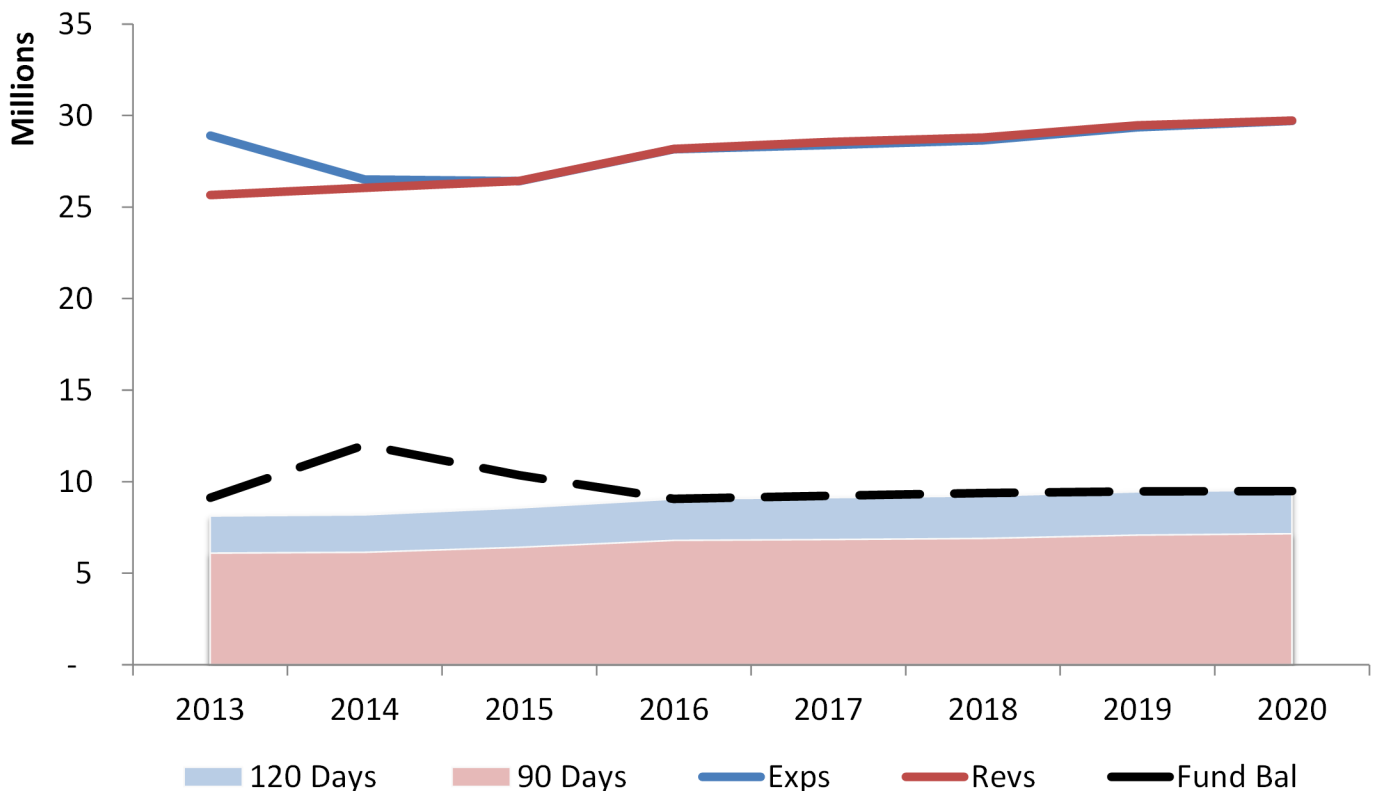
## General Fund Five-Year Forecast Risk Areas

### *Capturing Sales Tax Growth in FY19*

If we assume that any sales tax baseline adjustment will be captured for ongoing fleet purposes (as it is currently), the capacity in FY19 diminishes significantly. You can see where the capacity in FY19 goes from \$512,000 in the previous iteration to \$95,000 in this one.

	FY15 Proj	FY16	FY17	FY18	FY19	FY20
<b>Beginning FB</b>	12,000,723	10,346,988	9,062,712	9,227,763	9,376,357	9,472,084
<b>Surplus/Deficit</b>	(925,735)	(1,472,697)	165,051	148,594	95,727	17,511
<b>Fleet Fund/Retiree Reserve</b>	(728,000)	(604,580)				
<b>One-Time Revenues</b>		162,308				
<b>One-Time Expenses</b>		1,639,897				
<b>Operating Surplus/Deficit</b>		4,892	165,051	148,594	95,727	17,511
<b>Ending FB</b>	10,346,988	9,062,712	9,227,763	9,376,357	9,472,084	9,489,595

Similarly, the General Fund's balance fluctuates very little in this scenario, as all significant growth is captured.

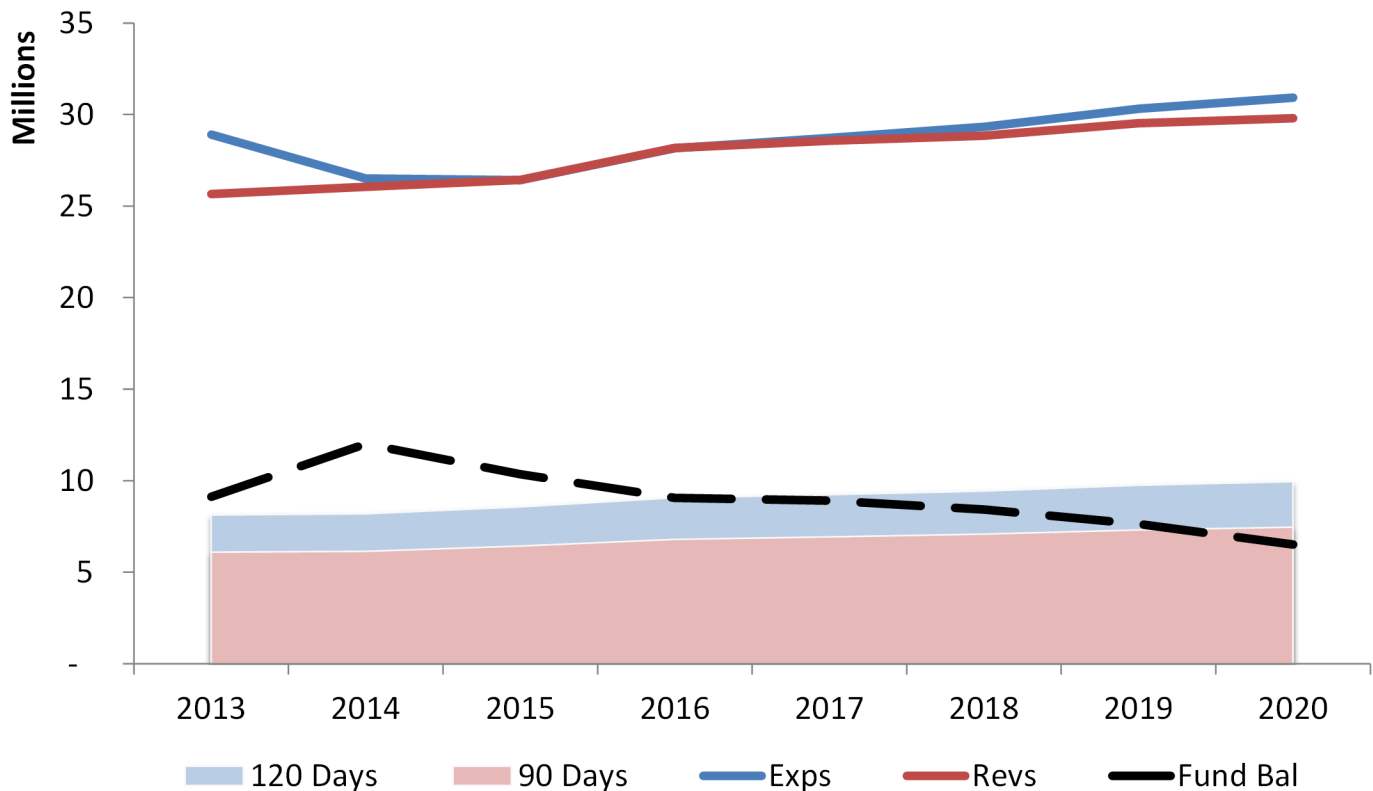


### Forecasting Annual 2% COLA's

Being the largest single expenditure category in the General Fund, any increase in personnel costs holds significant value. For example, if the City were to attempt to fund consecutive 2% pay increases throughout this forecast, below is the effect on the General Fund.

	FY15 Proj	FY16	FY17	FY18	FY19	FY20
<b>Beginning FB</b>	<b>12,000,723</b>	<b>10,346,988</b>	<b>9,062,712</b>	<b>8,912,212</b>	<b>8,423,027</b>	<b>7,634,096</b>
<b>Surplus/Deficit</b>	<b>(925,735)</b>	<b>(1,472,697)</b>	<b>(150,499)</b>	<b>(489,186)</b>	<b>(788,930)</b>	<b>(1,119,312)</b>
<b>Fleet Fund/Retiree Reserve</b>	<b>(728,000)</b>	<b>(604,580)</b>				
<b>One-Time Revenues</b>		<b>162,308</b>				
<b>One-Time Expenses</b>		<b>1,639,897</b>				
<b>Operating Surplus/Deficit</b>		<b>4,892</b>	<b>(150,499)</b>	<b>(489,186)</b>	<b>(788,930)</b>	<b>(1,119,312)</b>
<b>Ending FB</b>	<b>10,346,988</b>	<b>9,062,712</b>	<b>8,912,212</b>	<b>8,423,027</b>	<b>7,634,096</b>	<b>6,514,785</b>

Similarly, you can see where each successive increase adds to an imbalance budget, pushing the City's General Fund balance below its target.



# General Fund Five-Year Forecast

## *Implications*

This forecast series exists solely to illustrate the continuing struggle to balance available resources with ongoing needs of the City. Any decision has vast implications for the future, and they all must be weight against one another. At this point, staff and Council have agreed upon several action areas, stated in the strategic plan as follows:

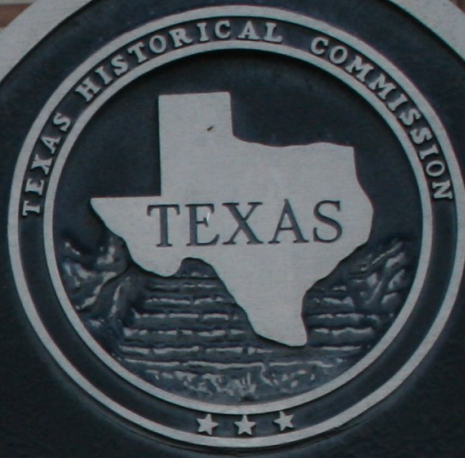
- Conduct a citizen's survey
- Upgrade infrastructure
- Convene a capital advisory committee
- Evaluate resources put toward "Non-Resident" services
- Prepare a new comprehensive plan
- Explore new revenue opportunities
- Focus on developing Downtown, 1<sup>st</sup> Monday, and York Avenue
- Improve tourism and marketing for the City of Weatherford
- Ensure quality development
- Focus on the City's internal needs
- Focus on revitalizing transportation within the City of Weatherford
- Revitalize the City's Library, focusing on renovation of current facilities and, if feasible, expansion

As we begin to address these areas, we must ensure all decisions allow Weatherford to continue to operate in a healthy, fiscally sound manner.

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### 1933 WEATHERFORD CITY HALL

THE CONSTRUCTION OF THIS CITY HALL CREATED MANY JOBS FOR THE UNEMPLOYED IN WEATHERFORD DURING THE HARD TIMES OF THE GREAT DEPRESSION. WEATHERFORD CITIZENS PASSED A BOND ELECTION TO PROVIDE FUNDS FOR A NEW CITY HALL AND FIRE STATION IN 1933, AND CONSTRUCTION BEGAN IMMEDIATELY ON THIS STRUCTURE, BUILT ON LAND DESIGNATED EARLY IN THE CENTURY FOR CITY HALL AND FIRE DEPARTMENT USE. DEDICATION CEREMONIES FOR THE NEW FACILITY WERE HELD ON JANUARY 16, 1934. THE ART DECO BRICK STRUCTURE FEATURES VERTICAL CORBELLED PILASTERS AND STONE COPING AND INSERTS.

RECORDED TEXAS HISTORIC LANDMARK — 1987



## General Fund Departments and Programs

<b>Department</b>	<b>Adopted Budget</b>	<b>FTE Count</b>
Animal Services	1,015,725	14.00
City Administration	1,183,047	6.50
Consumer Health	158,022	1.50
City Attorney	151,490	1.00
City Council	133,034	5.00
Economic Development	240,796	2.00
Finance	1,003,586	13.50
Fire	5,918,472	56.50
Human Resources	357,423	3.00
Information Technology	2,048,663	7.00
Library	1,103,353	15.50
Municipal & Community Services	1,134,219	8.50
Non-Departmental	1,591,492	-
Parks & Recreation	1,856,556	30.50
Planning & Development	1,037,721	11.50
Police	7,881,570	79.00
Transportation/Public Works	3,596,994	21.00
	<b>30,412,165</b>	<b>276.00</b>

A total of \$45,400 is budgeted in this department to transfer into the newly formed Heritage Park Fund. This amount is not included on the Service Area Summary of this document, as it is an inter-fund transfer. Additionally, a total of \$604,580 will be transferred from this department to the Vehicle Replacement Fund. This is listed in the "Other Adjustments" section of the General Fund Summary.

### **New Positions Proposed in FY16**

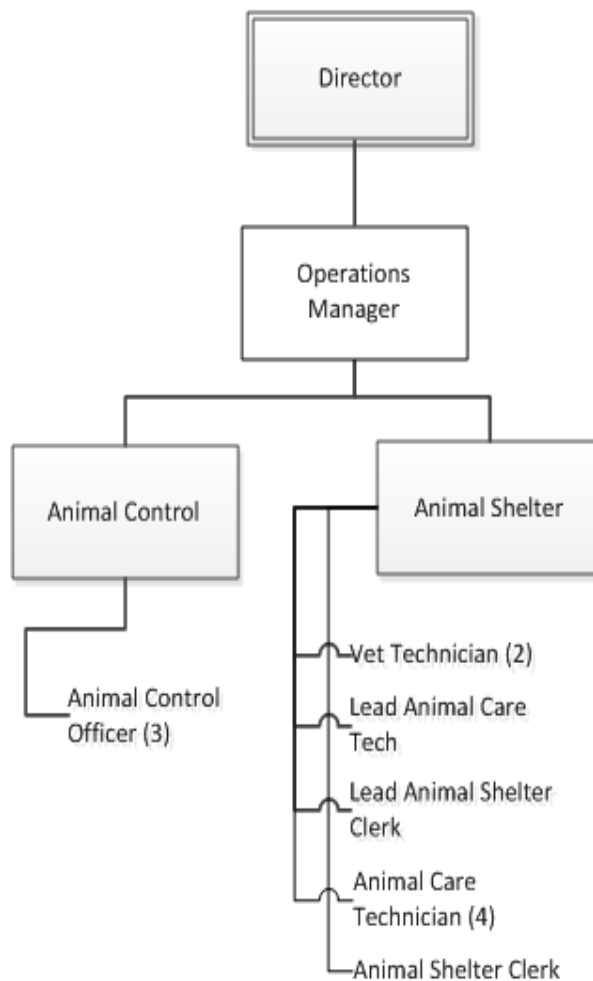
New positions for FY16 include two additional part-time workers in Streets, one ongoing part-time position for Consumer Health, re-instatement of a full-time admin assistant for Economic Development, and a new Animal Care Technician for the Animal Shelter. Additionally, three new firefighter positions will be funded through the new inter-local agreement with ESD 3, and half of the salary of one Crime Analyst will move from Police Seized Funds into the General Fund. Due to increased workload, one part-time intern is proposed to assist the Budget & Strategic Planning Manager during the year, and one additional part-time assistant is proposed for the Public Relations Coordinator. Finally, the Emergency Management Coordinator will be moving from the Fire Department into the City Manager's Office.

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# Animal Services

The Weatherford/Parker County Animal Shelter is dedicated to maintaining a sanitary and safe environment to ensure a comprehensive animal impound and adoption program, as well as controlling the animal population with aggressive spay and neuter programs. The shelter is also responsible for ensuring that all ordinances and laws regarding stray, abandoned, abused, vicious, or nuisance animals both domestic and wild are enforced.





# Animal Services Administration

<b>Address</b>	802 East Oak, Weatherford, TX 76086
<b>Phone Number</b>	(817) 598-4251
<b>Hours of Operation</b>	Monday to Friday, 8:00 am to 5:00 pm
<b>Program Description</b>	Animal Services Administration provides administrative support to the department.
<b>Major Division Goals</b>	<ol style="list-style-type: none"> <li>1 Provide oversight for departmental operations.</li> <li>2 Develop long-term plans and goals for efficient operations.</li> </ol>
<b>FY15 Accomplishments</b>	1 N/A
<b>FY16 Objectives</b>	1 Implement process improvements for divisional programs.
<b>Budgetary Issues</b>	None at this time.

<b>Expenditure Summary</b>	<b>Actual FY14</b>	<b>Approved FY15</b>	<b>Projected FY15</b>	<b>Adopted FY16</b>
Category				
Personnel	152,608	239,490	178,109	120,464
Supplies	2,764	-	-	-
Contractual	1,160	-	166	-
Capital Outlay	-	-	-	-
Total	156,532	239,490	178,276	120,464

<b>Personnel Schedule (FTE)</b>		<b>Actual FY14</b>	<b>Approved FY15</b>	<b>Projected FY15</b>	<b>Adopted FY16</b>
Positions	Classification				
Director*	36	1.00	0.50	0.50	1.00
Assistant Director	27	-	1.00	1.00	-
Total		-	1.00	1.00	1.00

\*Previously, Animal Services was housed in the Municipal & Community Services Department. As of FY16, Animal Services is its own department, and the previous Assistant Director of Municipal & Community Services will now serve as the Animal Services Director.

<b>Significant Budget Changes</b>	<b>Ongoing</b>	<b>One-Time</b>
Payroll Increase	\$ 2,021	\$ -

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## Animal Services

<b>Address</b>	403 Hickory Lane, Weatherford, TX 76086
<b>Phone Number</b>	(817) 598-4111
<b>Hours of Operation</b>	Tuesday, Thursday, and Saturday, 11:00 am to 4:00 pm Wednesday and Friday, 11:00 am to 6:00 pm
<b>Major Division Goals</b>	<ol style="list-style-type: none"> <li>1 Enhance adoption programs to increase animal adoptions and animals returned to their owners.</li> <li>2 Brand the WPCAS as a community resource for all animal issues.</li> <li>3 Increase the number of animals sterilized in targeted, lower income areas.</li> </ol>
<b>FY15 Accomplishments, YTD and Projected</b>	<ol style="list-style-type: none"> <li>1 Implemented 85% of process improvements related to Shelter Assessment.</li> <li>2 Improved live-release rate by working with rescue and foster groups.</li> <li>3 In housed cleaning process to no longer rely on inmates.</li> <li>4 Updated kennel cleaning procedures to ensure that proper hygiene is maintained.</li> <li>5 Grown the volunteer program to include nearly 100 volunteers.</li> <li>6 Achieved a Live Release Rate of over 90% for more than 6 months.</li> <li>7 Established an interlocal agreement with the City of Willow Park and increased shelter revenue by \$45,000.</li> <li>8 Established an interlocal agreement with the City of Aledo and increased shelter revenue by \$37,500.</li> </ol>
<b>FY16 Objectives</b>	<ol style="list-style-type: none"> <li>1 Continue improving live-release rate.</li> <li>2 Continue increasing the number of volunteers in our program.</li> <li>3 Drastically increase the number of animals spayed and neutered.</li> <li>4 Expand number of rescue groups the shelter works with.</li> </ol>
<b>Budgetary Issues</b>	The demands of the Weatherford and Parker County Animal Shelter continue to grow steadily. Contracts with incorporated municipalities throughout the county will increase animal intake as well as the workload at the shelter. Personnel increases will be needed to meet demands placed on the Shelter.

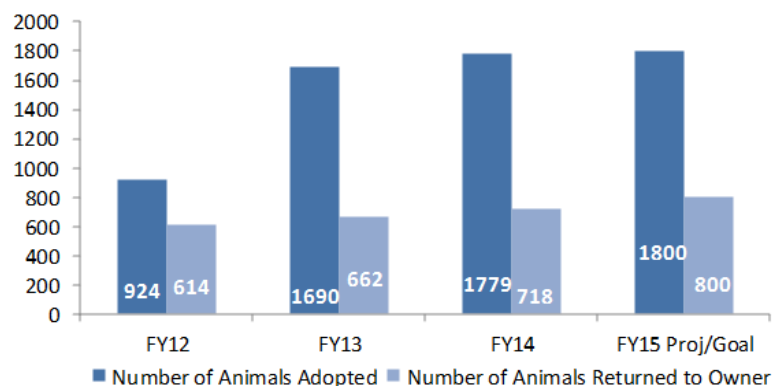
**Animal Services**

Animal Shelter (502)

<b>Expenditure Summary</b>		<b>Actual</b>	<b>Approved</b>	<b>Projected</b>	<b>Adopted</b>
Category		<b>FY14</b>	<b>FY15</b>	<b>FY15</b>	<b>FY16</b>
Personnel		515,759	588,425	618,956	676,022
Supplies		133,542	178,237	155,290	143,050
Contractual		169,267	220,868	201,560	190,654
Capital Outlay		13,928	13,000	22,131	6,000
<b>Total</b>		<b>832,495</b>	<b>1,000,530</b>	<b>997,936</b>	<b>1,015,725</b>

<b>Personnel Schedule (FTE)</b>		<b>Actual</b>	<b>Approved</b>	<b>Projected</b>	<b>Adopted</b>
Positions	<b>Classification</b>	<b>FY14</b>	<b>FY15</b>	<b>FY15</b>	<b>FY16</b>
Director	36	1.00	-	-	-
Shelter Manager	25	-	-	-	-
Operations Manager	19	1.00	1.00	1.00	1.00
Animal Control Officer	16	2.00	3.00	3.00	3.00
Veterinary Technician	14	1.00	1.00	1.00	2.00
Animal Control Technician	14	-	-	-	-
Lead Animal Care Tech	12	1.00	1.00	1.00	1.00
Lead Animal Shelter Clerk	12	1.00	1.00	1.00	1.00
Animal Control Technician	12	-	-	-	-
Kennel Technician	12	-	-	-	-
Animal Care Technician	7	3.00	4.00	4.00	4.00
Animal Shelter Clerk	7	1.00	1.00	1.00	1.00
<b>Total</b>		<b>11.00</b>	<b>12.00</b>	<b>12.00</b>	<b>13.00</b>

<b>Significant Budget Changes</b>		<b>Ongoing</b>	<b>One-Time</b>
Animal Care Technician		\$ 40,311	\$ -
Medical Best Practices		\$ -	\$ 18,000
Med/Surgical Equipment and Renovation		\$ -	\$ 14,200
Payroll Increase		\$ 10,493	\$ -
Overtime		\$ 9,000	\$ -
Uniforms		\$ 2,500	\$ -
Food/Meals for Volunteers		\$ 1,750	\$ -

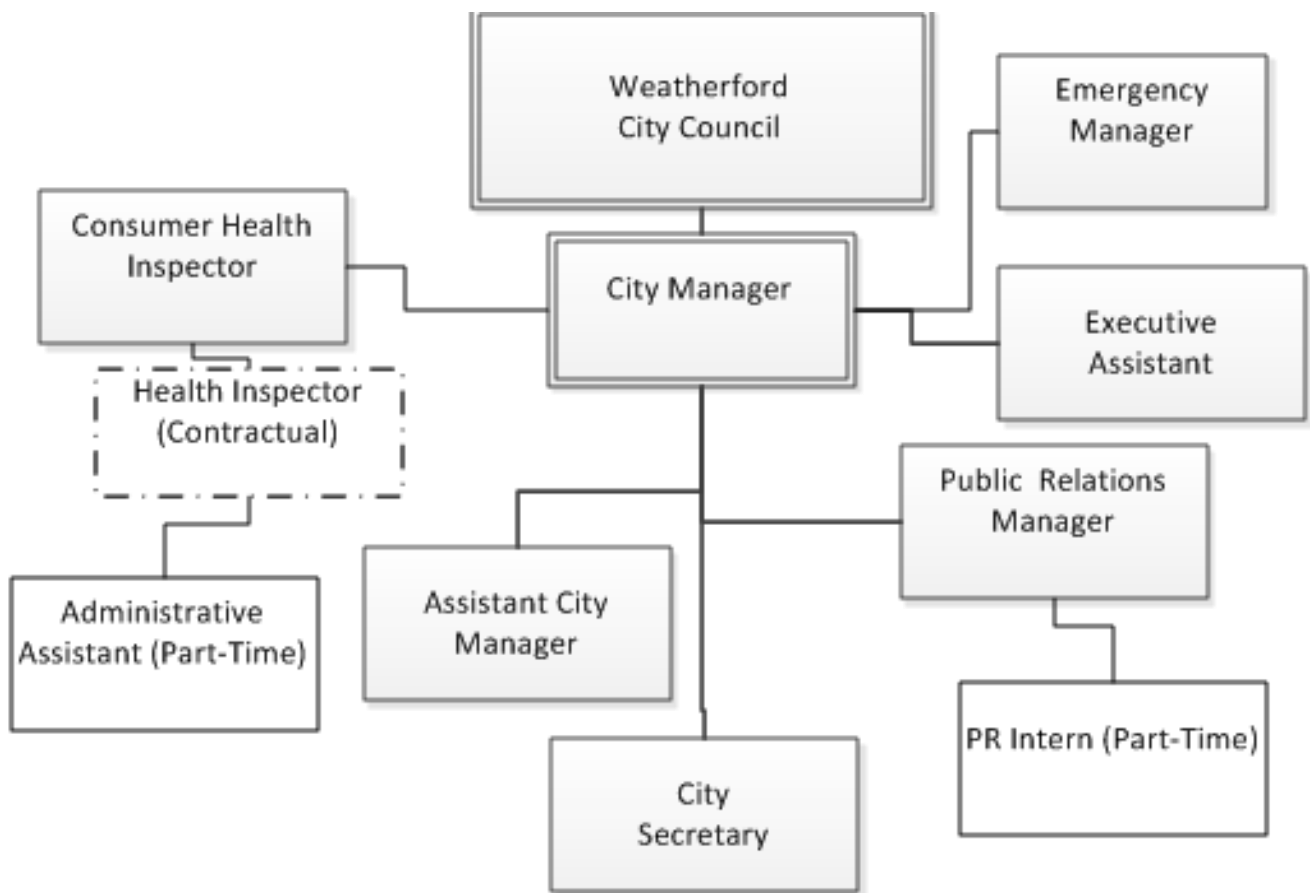


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# City Administration

The City Manager serves at the direction of the City Council and is responsible for the administration of city operations. During FY14, Consumer Health was reorganized under the City Manager's Office. The City Manager also serves as the Director of Utilities. Administration is responsible for seeing that Strategic Plan goals are achieved, policies are carried out, and the operations of the city are conducted in an efficient and effective manner. The City Manager accomplishes this through a leadership team consisting of one Assistant City Manager, one Executive Assistant, a Health Inspector, a City Secretary, an Emergency Manager, and a part-time office assistant.



## City Administration

**Address** 303 Palo Pinto, Weatherford, TX 76086

**Phone Number** (817) 598-4102

**Hours of Operation** Monday to Friday, 8:00 am to 5:00 pm

**Major Division Goals**

- 1 Provide advice and policy recommendations to the City Council on issues, activities, and operations of the city.
- 2 Ensure the delivery of quality services through effective management and efficient administration.
- 3 Ensure the development and implementation of goals and objectives set forth by the City Council Strategic Plan.

**FY15 Accomplishments, YTD and Projected**

Continued working towards completing all transportation projects on time with dollars allocated.

- 1
- 2 Continued improvements at First Monday Trade Days.
- 3 Complete Town Creek Project and all related financial obligations.
- 4 Maintained 120 day Fund Balance throughout FY.
- 5 Continued acquiring property along Western Loop through voluntary annexations and deeds from Parker County.

**FY16 Objectives**

- 1 Continue improvements at First Monday Trade Days.
- 2 Maintain 120 day Fund Balance throughout FY.

**Budgetary Issues** None at this time.

<b>Expenditure Summary</b>	<b><u>Actual</u></b>	<b><u>Approved</u></b>	<b><u>Projected</u></b>	<b><u>Adopted</u></b>
Category	<b><u>FY14</u></b>	<b><u>FY15</u></b>	<b><u>FY15</u></b>	<b><u>FY16</u></b>
Personnel	532,111	566,696	659,146	844,527
Supplies	13,028	13,350	18,448	30,750
Contractual	95,559	215,665	197,968	307,770
Capital Outlay	-	-	-	-
<b>Total</b>	<b>640,697</b>	<b>795,711</b>	<b>875,561</b>	<b>1,183,047</b>



Significant Budget Changes	Ongoing	One Time
Retiree Cost	\$ 6,780	\$ 143,178
Contingency	\$ -	\$ 130,000
Emergency Manager moved to City Admin	\$ 75,803	\$ -
Electronic Content Management (City Secretary)	\$ 6,699	\$ 29,034
Emergency Management Program	\$ 21,000	\$ -
Part-Time Assistant	\$ 17,951	\$ -
Payroll Increase	\$ 10,945	\$ -
GovQA Software	\$ 3,000	\$ 2,000
Citizens' University Outreach	\$ 3,000	\$ -
Youth Advisory Council	\$ 2,000	\$ -
MuniCode	\$ 500	\$ -

Performance Measures	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Proj/YTD
Input				
1 Population	26,370	25,900	26,940	27,000
2 Total Number of Boards and Commissions	10	11	11	11
3 Public Information Request			206	157
Output				
1 Community/Stakeholder Meetings	460	460	460	

Personnel Schedule (FTE)		Actual FY14	Approved FY15	Projected FY15	Adopted FY16
Positions	Classification				
City Manager	UC	1.00	1.00	1.00	1.00
Assistant City Manager	40	1.00	1.00	1.00	1.00
Community Relations Manager	32	0.50	1.00	1.00	1.00
City Secretary	28	1.00	1.00	1.00	1.00
Emergency Management Specialist	20	-	-	1.00	1.00
Part-Time Assistant		-	-	-	0.50
Executive Assistant	16	1.00	1.00	1.00	1.00
Total		4.50	5.00	6.00	6.50

# Consumer Health

**Address** 303 Palo Pinto, Weatherford, TX 76086  
**Phone Number** (817) 598-4149  
**Hours of Operation** Monday to Friday, 8:00 am to 5:00 pm

**Program Description** The Consumer Health Division conducts inspections of food establishments, child care facilities, mobile food units, convenient stores, retail grocery stores, public swimming pools and spas, and temporary food establishments (includes seasonal food vendors and food vendors at special events). Department is also responsible for investigating environmental complaints (restaurant complaints, public swimming pool/spa complaints, hotel/motel complaints, mosquito complaints), conducting plan reviews, overseeing the City of Weatherford's Mosquito Surveillance Response Plan/Program, managing/editing the City of Weatherford Consumer Health webpage, conducting pre-openings inspections for new businesses and or walk thru for extensive remodeling on existing businesses. Lastly, the division provides education in food safety by providing food handler classes to employees in both English & Spanish.

**Major Division Goals**

- 1 To assure that food served to the public is safe.
- 2 Making sure that each retail food establishment/commercial swimming pool is in compliance with state regulations through inspecting and permitting.
- 3 To provide education in food safety measures to establishments/employees through inspections and Food Handler Education Classes.
- 4 Decrease the risk of mosquito borne diseases through Integrated Pest Management and following the City of Weatherford's Mosquito Surveillance & Response Plan.

**FY15 Accomplishments, YTD and Projected**

Contracted outside professional contract services for mosquito management services (to include training, disease testing, reporting, & adult mosquito control).

- 1 Provided Online Food Handlers Classes in English & Spanish thru the City of Weatherford Website by Healthinspection.org.
- 2 Worked with the IT Dept. and found a mobile software for food safety inspections (to help make health inspectors more efficient while out in the field).
- 3 Worked with the Texas Dept. of State Health Services to get the City of Weatherford Food Handler Program accredited.
- 4 Revised the City of Weatherford Health & Sanitation Ordinance for Temporary Events, Mobile Units, Seasonal Vendors, and Ice Cream Trucks.

**FY16 Objectives**

- 1 Contract outside professional contract services to continue to bridge the gap between the rising number of businesses that are serving the public.
- 2 Implement mobile software for food safety inspections (purchase equipment & set-up).
- 3 Revise the City of Weatherford Sanitation Ordinance for Public Swimming Pools & Spas.

**Budgetary Issues** Due to the rising number of businesses that are serving the public, the Consumer Health Division will need to have budgeted contract health inspection services to help fill the gap between personnel available and personnel needed to conduct inspections.

## Consumer Health (512)

<b>Expenditure Summary</b>		<b>Actual FY14</b>	<b>Approved FY15</b>	<b>Projected FY15</b>	<b>Adopted FY16</b>
Category					
Personnel		58,411	61,255	75,100	84,080
Supplies		3,120	5,740	3,567	5,755
Contractual		37,515	64,750	49,388	68,187
Capital Outlay		-	-	-	-
<b>Total</b>		<b>99,046</b>	<b>131,745</b>	<b>128,055</b>	<b>158,022</b>

<b>Personnel Schedule (FTE)</b>		<b>Actual FY14</b>	<b>Approved FY15</b>	<b>Projected FY15</b>	<b>Adopted FY16</b>
Positions	Classification				
Health Inspector	17	1.00	1.00	1.00	1.00
Part-Time Office Assistant		-	0.50	0.50	0.50
<b>Total</b>		<b>1.00</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>

**Significant Budget Changes**

	<b>Ongoing</b>	<b>One-Time</b>
Part Time Office Assistant	\$ 18,420	\$ -
Digital Health Inspection App.	\$ -	\$ 16,445
Contract Health Inspector Increase	\$ 4,000	\$ -
Mosquito Testing	\$ 3,000	\$ -
Payroll Increase	\$ 1,163	\$ -

# Consumer Health

## Consumer Health (512)

Performance Measures		FY12 Actual	FY13 Actual	FY14 Actual	FY15 Proj/YTD
Input					
1	Total # of Retail Food Establishments	271	210	225	218
2	Total # of Day Care Centers	16	15	15	15
3	Total # of Commercial Pools	30	30	31	32
4	Mobile Food Units/Pushcarts/Temporary Food Vendors		24	22	20
Output					
1	Routine Retail Food Inspections	283	365	401	261
2	Retail Food Compliance Inspections	13	9	17	13
3	Temporary Food Establishment Inspections			60	26
4	Day Care Inspections	16	15	14	6
5	Commercial Pool Inspections (Routine/Re-Inspections)	30	76	83	6
6	Food Handler Classes	18	11	9	2
7	Pre-Opening Inspections		28	41	12
8	Plan Reviews		3	22	8
Effectiveness					
1	Complaints	18	26	25	8

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## City Attorney

The City Attorney provides legal services to the city as requested by staff and serves as chief legal advisor to the city. This position is appointed by the City Council, and is responsible for attending City Council and Municipal Utility Board Meetings, evaluating responses to public information requests, and providing legal assistance to the City Manager, among other services.

**Address** 303 Palo Pinto, Weatherford, TX 76086  
**Phone Number** (817) 598-4134

**Hours of Operation** Monday to Friday, 8:00 am to 5:00 pm

**Major Division Goals** 1 Provide of legal services to the city in a professional and responsive manner consistent with all ethical obligations to the client.

<b>Expenditure Summary</b>	<b>Actual FY14</b>	<b>Approved FY15</b>	<b>Projected FY15</b>	<b>Adopted FY16</b>
Category				
Personnel	63,742	95,000	54,548	95,000
Supplies	-	-	-	-
Contractual	63,238	106,490	52,694	56,490
Capital Outlay	-	-	-	-
<b>Total</b>	<b>126,981</b>	<b>201,490</b>	<b>107,243</b>	<b>151,490</b>

<b>FY15 Accomplishments, YTD and Projected</b>	1	Provided the highest level of legal services and counsel in a timely and professional manner and to respond to any new requests for counsel or services which may be made.
<b>FY16 Objectives</b>	1	Continue to provide the highest level of legal services and counsel in a timely and professional manner and to respond to any new requests for counsel or services which may be made.
<b>Budgetary Issues</b>		None at this time.

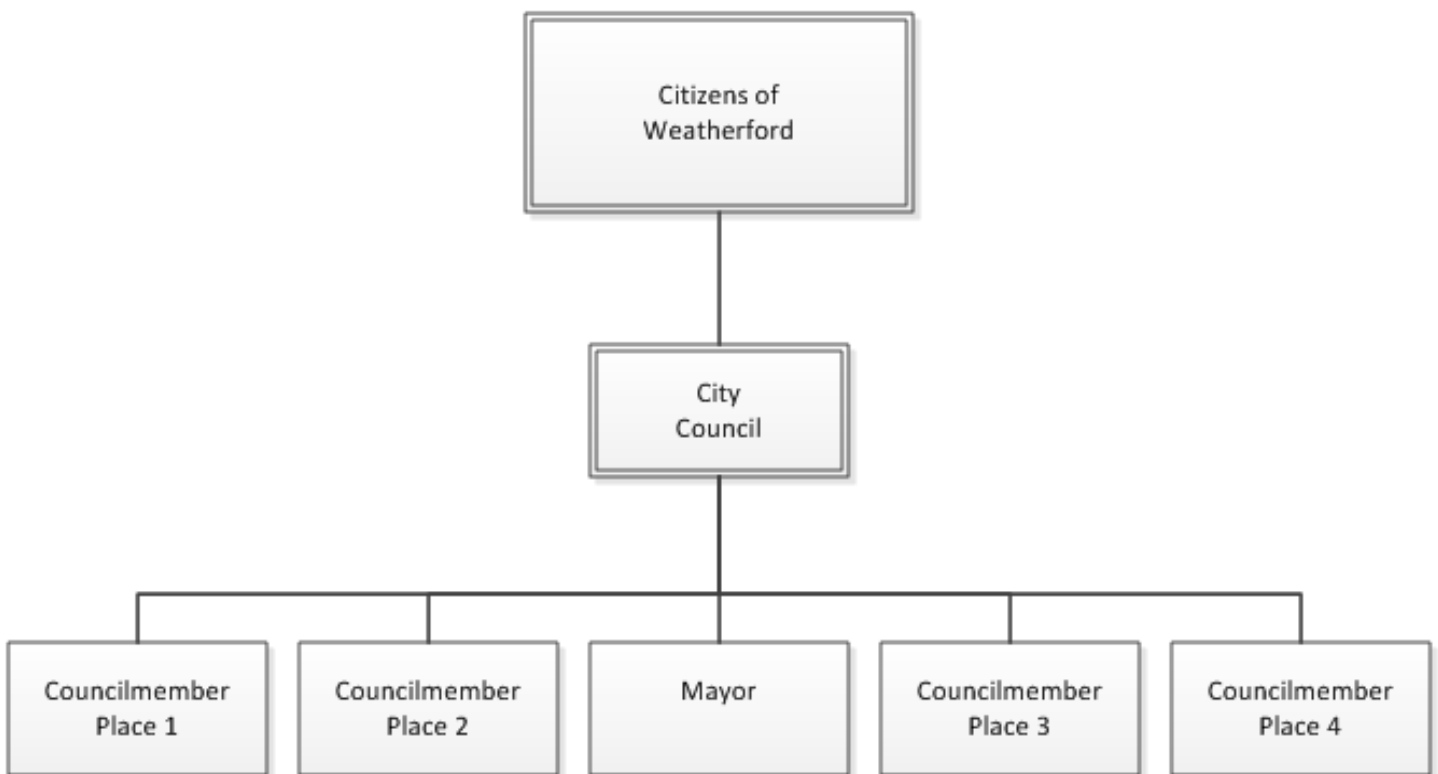
<b>Personnel Schedule (FTE)</b>		<b>Actual FY14</b>	<b>Approved FY15</b>	<b>Projected FY15</b>	<b>Adopted FY16</b>
Positions	Classification				
City Attorney	UC	1.00	1.00	1.00	1.00
Total		1.00	1.00	1.00	1.00

<b>Significant Budget Changes</b>	Ongoing	One-Time
N/A		

<b>Performance Measures</b>		<b>FY12 Actual</b>	<b>FY13 Actual</b>	<b>FY14 Actual</b>
Output				
1	Council/Board Meetings	36	36	44
2	Municipal Court Cases	1,805	608	625
Efficiency				

## City Council

The City Council is the governing body of the City of Weatherford. The City Council defines the direction of the city by establishing goals and enacting legislation that provides for city programs, services, and policies. The City Council provides direction to the City Manager and oversight of the Manager's work. The City Council adopts the annual Program of Services.





**Address** 303 Palo Pinto, Weatherford, TX 76086  
**Phone Number** (817) 598-4102

**Hours of Operation** Monday to Friday, 8:00 am to 5:00 pm

- Major Division Goals**
- 1 Set goals and objectives for the city that address the needs and values of the community.
  - 2 Provide necessary regulatory authority for community by the passing of ordinances, resolutions, and actions.
  - 3 Provide necessary budgetary oversight.
  - 4 Levy and assess taxes and fees that provide for the program development, implementation, and service delivery to meet the goals and objectives of the city.
  - 5 Provide political leadership on issues and needs of the community.

- FY15 Accomplishments, YTD and Projected**
- 1 Oversaw Farm & Ranch projects of First Monday Trade Days at Heritage Park.

- FY16 Objectives**
- 1 Transportation Planning
  - 2 Revisit and update City's Strategic Plan Priorities.
  - 3 Continue Heritage Park Improvements
  - 4 Complete the City's Park Master Plan

<b>Expenditure Summary</b>		<b>Actual FY14</b>	<b>Approved FY15</b>	<b>Projected FY15</b>	<b>Adopted FY16</b>
Category					
Personnel		20,734	24,403	18,635	24,600
Supplies		4,919	12,405	11,888	12,700
Contractual		22,273	95,183	91,764	95,734
Capital Outlay		-	-	-	-
Total		47,926	131,991	122,287	133,034

<b>Personnel Schedule (FTE)</b>		<b>Actual FY14</b>	<b>Approved FY15</b>	<b>Projected FY15</b>	<b>Adopted FY16</b>
Positions	Classification				
Mayor	Charter	1.00	1.00	1.00	1.00
Council Member	Charter	4.00	4.00	4.00	4.00
Total		5.00	5.00	5.00	5.00

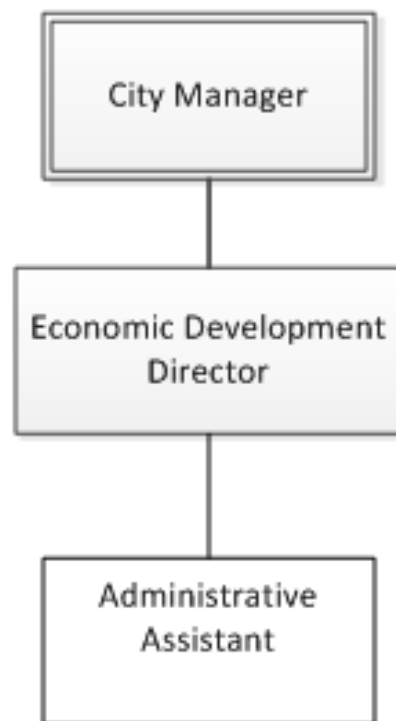
<b>Performance Measures</b>		<b>FY12 Actual</b>	<b>FY13 Actual</b>	<b>FY14 Actual</b>	<b>FY15 Proj/ YTD</b>
Input					
1	Population	26,370	25,900	26,940	27,000
Output					
1	Meetings & Public Hearings	54	59	57	57
2	Ordinances Adopted	44	47	45	45
3	Resolution Adopted	34	28	31	31

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## Economic Development

In July 2013, the Weatherford City Council adopted amendments to Title II, Commissions and Boards, of the City's Code of Ordinances to create the Economic Development Board and City Eco Dev Department (EDD). The Weatherford Economic Development Authority, Inc. (WEDA) is an independent, non-profit 501(c) (6) economic development business corporation, created by the City Council in 2003. The City EDD and the Weatherford Economic Development Authority, Inc. (WEDA, Inc.) are designated by the City Council as the lead organizations for the marketing and promotion of the economy and the community to Business and Industry. 1) To lead the promotion, marketing, attraction & retention for the City of Weatherford, TX for new & existing commercial, retail & industrial/manufacturing prospects; the marketing of industrial & commercial sites; to identify target commercial & industrial enterprises; and to provide real estate, incentives, demographics and economic indicator resources. 2) The board creates a partnership of the community, including: the City of Weatherford, Weatherford Municipal Utility Board, Weatherford Independent School District, Weatherford College, Parker County Hospital District and the Weatherford Chamber of Commerce.



**Budgetary Issues** Given the number of prospects/projects, W Eco Dev Board & industrial park Board management & marketing efforts, reporting/record keeping requirements, and economic data reporting the Economic Development Department is responsible to manage, resource, maintain & provide; the Administrative Assistant position approved for FY16 will play an integral role in providing clerical assistance with the documentation, record keeping and meeting management, et al.

# Economic Development

**Address** 202 W Oak Street  
**Phone Number** (817) 594-9429

**Hours of Operation** Monday to Friday, 8:00 am to 5:00 pm

**Major Division Goals**

- 1 Increase Job Diversity - Primary Industry/Mfg. Retail and Commercial office & Services, Phase II Convention Center Study, Target "Creative people"/social media.
- 2 Energize & enrich the historic fabric of Wfrd: Downtown mixed-use, Urbanism & technology access, entertainment and existing BRE mining/gardening.
- 3 Diversify development and infrastructure: Transportation development, Northside development, "Build the Right Thing" for infrastructure & growth, Strategic Planning for "Smart Specialization" and target industries.
- 4 Build Board & Community resources & knowledge: BLC, Committee, source Eco Development programs and incentives.

**FY15 Accomplishments, YTD and Projected**

- 1 Led new business development/expansion: 4 YTD (10 mo.) new Business Developments; with 142 new/83 retained jobs; est. Capital Investment \$29.3M; 171K SF of new commercial construction, INCLUDING:
- 2 3 Retail - 50K SF/13 acre auto dealership/HQ office reloc.; 33K SF/7 acres grocery anchored shopping center w/ C-store & 12K SF shop-space; 14K SF downtown NEZ comm/ retail redevelopment.
- 3 1 Commercial - 74K SF/8 ac entertainment center, Movie-Bowl-Grille.
- 4 Major Events: KEG1 O'Neal 80K SF Distribution center - "DFW Broker Mixer & Business Park Tours" - 25 attendees; 74K SF/ 8 acre Film Alley Movie-Bowl-Grille groundbreaking with 90 attendees;
- 5 WPCEDC Hobson Ind. Park Board management by WEDD staff: a) 11 acre/ \$78,000 land sale; b) 18 acre re-plat completed for 100K SF Mfg. WH exp.; c) \$53,000 reimbursement to Utility Board; d) Private utility easement granted & documented to 100K SF Mfg. Warehouse expansion.;
- 6 3 Annual Eco Dev Agreement AUDITS: 2nd Year - AMG Technologies/Nextlink; 1st year - Sweet Springs Winery - advance Data review; 3rd Year - Twisted Snifter.
- 7 6 Economic Development Agreements (EDA) and 1 Reinvestment Zones (RIZ): RIZ#2014-02 & AV property tax abatement-100K SF/18 acre chemical Mfg. warehouse exp.; Time extension - 74K SF Movie-Bowl-Grille; Time extension-Supp Agreement #1, 26K SF Phy Rehab Hospital; Time extension - Wfrd Ridge Shopping Center, final 6K SF franchise restaurant pad-site; 380 Sales Tax agreement - 50K SF/13 ac auto dealership/HQ office reloc.; Time extension-Supp Agreement #2, 26K SF Phy Rehab Hospital; Total eco impact - \$41M Cap Investment, 211/83 retained jobs, 256K new SF.
- 8 Revisions to City "Guidelines & Criteria for AV Tax Abatements.

**FY16 Objectives**

- 1 WEDB Goals & Marketing Plan are developed by the Board in Sept. 2015 (1Q-2016) - integrate the 3Q-4Q/2015 WEDB/BLC eco dev. strategic plan & updated M,V & G.
- 2 Partner with city departments for retail/commercial/industrial tax increment finance (TIF) district, and other eco dev. "tools", strategies & implementation steps.
- 3 Implement and fund the Phase II - convention center/hotel market & feasibility study.
- 4 Explore and fund a targeted "Market Study" and direct recruitment effort for Downtown vacancies - partner with CDB property owners.

<b>Expenditure Summary</b>		<b>Actual</b>	<b>Approved</b>	<b>Projected</b>	<b>Adopted</b>
Category		<b>FY14</b>	<b>FY15</b>	<b>FY15</b>	<b>FY16</b>
Personnel		136,495	158,413	137,741	186,696
Supplies		2,619	4,150	1,650	6,150
Contractual		35,139	48,500	41,481	47,950
Capital Outlay		-	-	-	-
<b>Total</b>		<b>174,253</b>	<b>211,063</b>	<b>180,873</b>	<b>240,796</b>

<b>Personnel Schedule (FTE)</b>		<b>Actual</b>	<b>Approved</b>	<b>Projected</b>	<b>Adopted</b>
Positions	Classification	<b>FY14</b>	<b>FY15</b>	<b>FY15</b>	<b>FY16</b>
Director	UC	1.00	1.00	1.00	1.00
Administrative Secretary	11	-	0.50	-	1.00
<b>Total</b>		<b>1.00</b>	<b>1.50</b>	<b>1.00</b>	<b>2.00</b>

<b>Significant Budget Changes</b>		<b>Ongoing</b>		<b>One-Time</b>	
Full-Time Office Assistant		\$	46,676	\$	-
Payroll Increase		\$	2,605	\$	-

<b>Performance Measures</b>		<b>FY12 Actual</b>	<b>FY13 Actual</b>	<b>FY14 Actual</b>	<b>FY15 Proj/YTD</b>
<b>Input/Demand</b>					
1	Prospects	93	104	96	71
	Industrial/Retail/Commercial	20/40/33	21/41/42	20/38/38	10/30/31
2	Site Visits	43	48	46	48
	Industrial/Retail/Commercial	16/13/14	17/17/14	12/19/15	10/17/21
3	Requests for Information	119	118	82	52
<b>Efficiency/Impact</b>					
1	New Jobs	326	280	135-145	142 new/83 retained
3	Est. Capital Investment (millions \$)	\$19.73m	\$28m	\$18.3m	\$29.3m (est)
<b>Effectiveness/Outcome</b>					
1	New Businesses	11	15	9	4 YTD
	Industrial/Retail/Commercial	1/3/1	1/3/2	1/6/2	0/3/1
					2 local/1 DFW/1 In-state

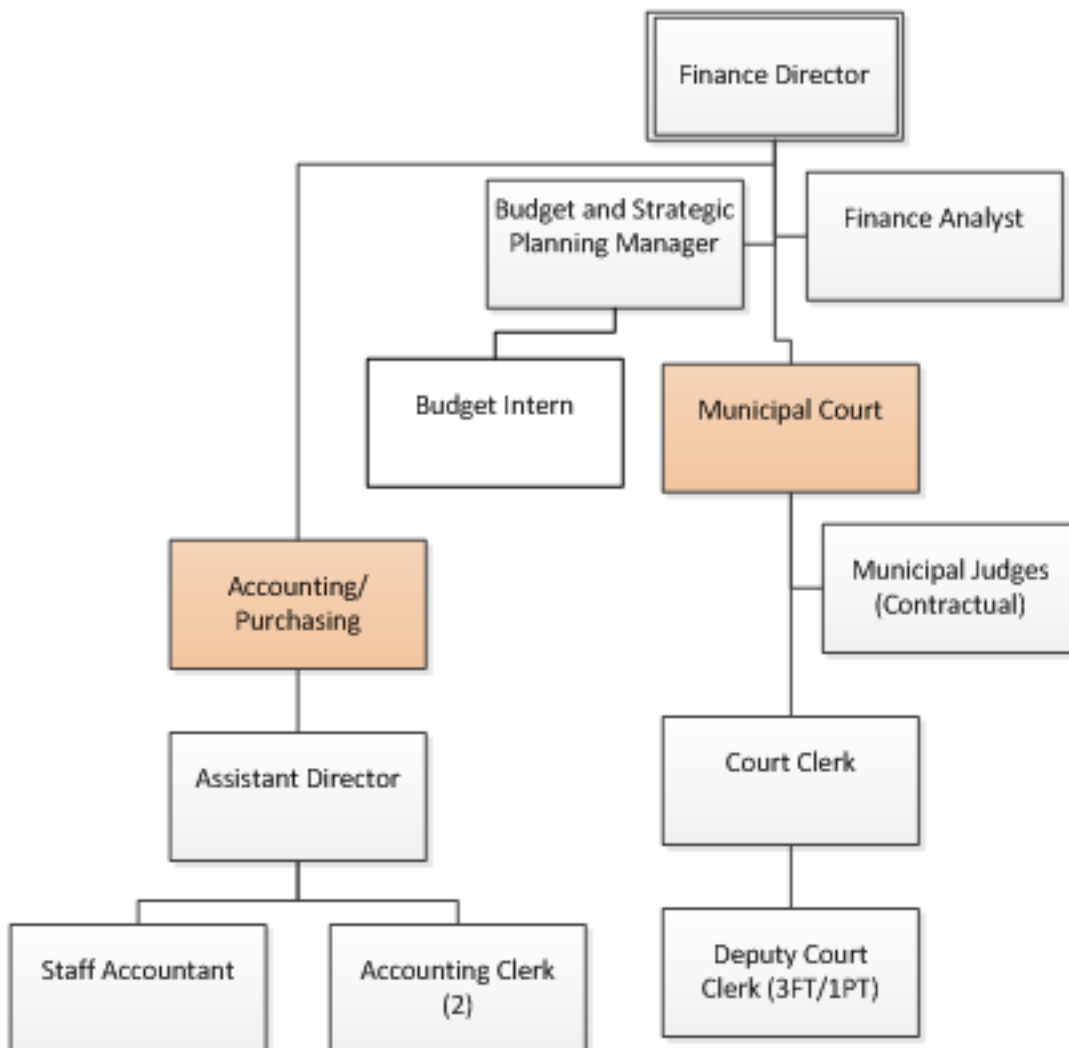






## Finance

Under the direction of the Chief Financial Officer, the Finance Department oversees the Administration, Accounting/Purchasing, Budget, and Municipal Court divisions. The Municipal Court Judges employed by the City are Council appointees, and report directly to the City Council. The Finance Department works to ensure that best practices are utilized for all financial transactions, accounting, and provides Comprehensive Annual Financial Reports to the City Council and Citizens of Weatherford.



# Finance Administration

<b>Address</b>	303 Palo Pinto, Weatherford, TX 76086
<b>Phone Number</b>	(817) 598-4220
<b>Hours of Operation</b>	Monday to Friday, 8:00 am to 5:00 pm
<b>Program Description</b>	<p>The Finance Administration division is responsible for the management of financial operations for the City. The Chief Financial Officer directs the activities of Administration, Accounting, Purchasing, and administrative functions of the Municipal Court. Municipal Court Judges report directly to the City Council. Other responsibilities include payroll, cash and debt management, long range financial planning, development of and adherence to financial policies, procedures, and laws, various internal and external financial reports, miscellaneous accounts receivable processing for all departments, and advising management on the city's financial matters.</p>
<b>Major Division Goals</b>	<ol style="list-style-type: none"><li>1 Provide management, citizens, and other interested parties with accurate, complete, and responsive financial services and information.</li><li>2 Maintain professional development and certification for supervisory personnel through available training and educational opportunities.</li><li>3 Maintain favorable contractual relationships for banking, financial advisory, brokerage, and audit services.</li><li>4 Maintain established standards for fiscally responsible planning, accounting, and financial reporting.</li></ol>
<b>FY15 Accomplishments, YTD and Projected</b>	<ol style="list-style-type: none"><li>1 Optimized return on investments of City funds only after protection and liquidity needs were satisfied.</li><li>2 Updated financial management policy, identity theft prevention policy, and investment policy of the city.</li><li>3 Monitored market conditions and determined City feasibility of debt refunding or issuance for needs.</li><li>4 Completed bi-annual review of OPEB, SEC disclosure, and required arbitrage rebate reviews.</li></ol>
<b>FY16 Objectives</b>	<ol style="list-style-type: none"><li>1 Provide the highest level of customer service in a timely and professional manner in all divisions of Finance.</li><li>2 Create a Finance Department Strategic plan.</li><li>3 Monitor market conditions and determine City feasibility of possible debt refunding or issuance for needs.</li><li>4 Explore new internal controls over assets of the City.</li></ol>



**Finance**

## Administration (201)

<b>Expenditure Summary</b>		<b>Actual</b>	<b>Approved</b>	<b>Projected</b>	<b>Adopted</b>
Category		<b>FY14</b>	<b>FY15</b>	<b>FY15</b>	<b>FY16</b>
Personnel		194,907	202,968	212,700	215,804
Supplies		3,348	1,400	3,937	1,500
Contractual		23,358	35,754	34,112	28,459
Capital Outlay		-	-	-	-
<b>Total</b>		<b>221,613</b>	<b>240,122</b>	<b>250,750</b>	<b>245,763</b>

<b>Personnel Schedule (FTE)</b>		<b>Actual</b>	<b>Approved</b>	<b>Projected</b>	<b>Adopted</b>
Positions	Classification	<b>FY14</b>	<b>FY15</b>	<b>FY15</b>	<b>FY16</b>
Finance Director	39	1.00	1.00	1.00	1.00
Finance Analyst	15	1.00	1.00	1.00	1.00
<b>Total</b>		<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

<b>Significant Budget Changes</b>		<b>Ongoing</b>	<b>One-Time</b>
Payroll Increase		\$ 3,953	

<b>Performance Measures</b>		<b>FY12 Actual</b>	<b>FY13 Actual</b>	<b>FY14 Actual</b>	<b>FY15 Proj/ YTD</b>
Input/Demand					
1	Lake Lot Licenses	399	399	399	
2	Invoices Received	650	648	610	
Output/Workload					
1	Lake Lot Billings	399	399	399	
2	Accounts Receivables Billed	640	648	607	
3	Timely Filing of SEC Disclosure Statements	2	2	2	
Efficiency					
1	M&O Budget per Capita	8.88	9.98	8.98	8.98
2	Number of Lake Lots Billed on time	98%	98%	99%	99%
3	Number of Accounts Receivables Billed within 15 Days	99%	99%	99%	99%
Effectiveness					
1	Certification of Investment Policy GTOT	N/A	Yes	N/A	Yes
2	Gold Leadership Award	No	Yes	Yes	Yes
3	Moody's Bond Rating GO / Utility	Aa3 / A1	Aa3 / A1	Aa3 / A1	Aa3 / A1
4	S&P Bond Rating GO / Utility	AA- / A	AA- / A	AA- / A	AA- / A
5	9/30 Portfolio Yield / 90 Day T-Bill	0.11% / 0.02%			

## Office of Management & Budget

Management & Budget (OMB) is the city's budget, management analysis, and research arm. OMB is responsible for preparing and monitoring the annual budget for all funds, and produces quarterly end-of-year revenue and expenditure estimates. It is also responsible for preparing a regular five-year financial forecast of projected revenues and expenditures for the General Fund. OMB also provides management analysis and assistance for all city departments. Finally, OMB is the chief data office of the city, coordinating public data collection and sharing to enhance transparency and performance measurements.

<b>Address</b>	303 Palo Pinto, Weatherford, TX 76086
<b>Phone Number</b>	(817) 598-4207
<b>Hours of Operation</b>	Monday to Friday, 8:00 am to 5:00 pm
<b>Program Description</b>	Management & Budget (OMB) is the City's budget, management analysis, and research arm, working under the Finance Director.
<b>Major Division Goals</b>	<ol style="list-style-type: none"> <li>1 Prepare the annual budget.</li> <li>2 Ensure budgetary compliance during the year, and provide early feedback on the status of various revenue sources.</li> <li>3 Ensure that budgeted programs and services are tied to broad strategic goals, and that their performance is being measured accurately and reasonably.</li> </ol>
<b>FY15 Accomplishments, YTD and Projected</b>	<ol style="list-style-type: none"> <li>1 Published the General and Utility Fund Operating budgets on time.</li> <li>2 Received GFOA's Distinguished Budget Presentation Award for the FY15 Budget.</li> </ol>
<b>FY16 Objectives</b>	<ol style="list-style-type: none"> <li>1 Receive GFOA's Distinguished Budget Presentation Award for the FY15 Budget.</li> <li>2 Define the city's budget in terms of the programs and services it funds, and the cost associated with each item.</li> </ol>

<b>Expenditure Summary</b>	<b>Actual FY14</b>	<b>Approved FY15</b>	<b>Projected FY15</b>	<b>Adopted FY16</b>
Category				
Personnel	103,630	102,534	103,221	121,084
Supplies	1,476	1,884	923	1,600
Contractual	13,028	17,050	17,256	17,328
Capital Outlay	-	-	-	-
<b>Total</b>	<b>118,134</b>	<b>121,468</b>	<b>121,400</b>	<b>140,012</b>

Personnel Schedule (FTE)		Actual	Approved	Projected	Adopted
Positions	Classification	FY14	FY15	FY15	FY16
Director	38	1.00	-	-	-
Budget & Strategic Planning Manager	28	1.00	1.00	1.00	1.00
Graduate Intern		-	-	-	0.50
Total		2.00	2.00	1.00	1.50

Significant Budget Changes		Ongoing	One-Time
Part-Time Intern		\$ 17,099	\$ -
Payroll Increase		\$ 1,899	\$ -

Performance Measures		FY12 Actual	FY13 Actual	FY14 Actual	FY15 Proj/YTD
Efficiency					
1	Percentage of Quarterly projections presented within 30 days of the closing of the fiscal quarter	New	100%	100%	100%
Effectiveness					
1	Average deviation between 2nd and 3rd quarter projections of major revenue sources to actuals	New	New	New	5%
2	GFOA Awards Received	New	1	1	1

**Budgetary Issues** The city's budget process has typically involved a large number of manual processes, which result in a misallocation of resources, not just in OMB but across the city. A modern budget software package could increase productivity during the budget process by up to 20% or more, while also improving the accuracy and reliability of data.

## Accounting/Purchasing

The Accounting/Purchasing Division accurately records and timely reports all financial transactions of the city in accordance with state and local laws and generally accepted accounting principles. This division also maintains a system of internal controls so as to safeguard the city's financial resources and assets. The purchasing portion of this division strives to obtain the most cost-effective goods and services on behalf of all city departments and to assure compliance with applicable state and local laws relating to the expenditure of public funds. This division works with current and potential vendors and other departments in a timely and courteous manner. The Accounting portion of this division also works closely with the external auditors.

**Address** 303 Palo Pinto, Weatherford, TX 76086  
**Phone Number** (817) 598-4223

**Hours of Operation** Monday to Friday, 8:00 am to 5:00 pm

**Program Description** The Accounting/Purchasing Division accurately records and timely reports all financial transactions of the city in accordance with state and local laws and generally accepted accounting principles. This division also maintains a system of internal controls so as to safeguard the city's financial resources and assets. The purchasing portion of this division strives to obtain the most cost-effective goods and services on behalf of all city departments and to assure compliance with applicable state and local laws relating to the expenditure of public funds. This division works with current and potential vendors and other departments in a timely and courteous manner. The Accounting portion of this division also works closely with the external auditors.

**Major Division Goals**

- 1 Continue timely preparation of Comprehensive Annual Financial Report (CAFR) consistent with standards to maintain annual Certificate of Achievement for Excellence in Financial Reporting from GFOA.
- 2 Maintain timely and accurate processing of accounts payable.
- 3 Monitor and enhance system of internal controls to safeguard city's liquid and fixed assets and to assure compliance with applicable grant requirements.
- 4 Continue purchasing procedures to obtain supplies and services that provide the best value to the city and that are in accordance with state and local guidelines.
- 5 Treat all customers, external and internal, with respect and in a timely manner.

**FY15 Accomplishments, YTD and Projected**

- 1 Receipt of Certificates of Achievement for Excellence in Financial Reporting from GFOA.
- 2 Implemented new P-card program.

- FY16 Objectives**
- 1 Apply and receive Certificates of Achievement for Excellence in Financial Reporting from GFOA.
  - 2 Explore opportunities to grow the p-card program for the purpose of more efficient processes and a larger rebate.
  - 3 Update procedures for daily, weekly, quarterly and annual functions.

<b>Expenditure Summary</b>		<b>Actual FY14</b>	<b>Approved FY15</b>	<b>Projected FY15</b>	<b>Adopted FY16</b>
Category					
Personnel		247,772	253,746	270,705	256,829
Supplies		4,618	112,731	92,771	13,000
Contractual		8,331	12,415	11,677	14,142
Capital Outlay		-	-	-	-
<b>Total</b>		<b>260,721</b>	<b>378,892</b>	<b>375,154</b>	<b>283,971</b>

<b>Personnel Schedule (FTE)</b>		<b>Actual FY14</b>	<b>Approved FY15</b>	<b>Projected FY15</b>	<b>Adopted FY16</b>
Positions	Classification				
Assistant Director	28	1.00	1.00	1.00	1.00
Staff Accountant	19	1.00	1.00	1.00	1.00
Accounting Clerk	9	2.00	2.00	2.00	2.00
<b>Total</b>		<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

<b>Significant Budget Changes</b>		<b>Ongoing</b>	<b>One-Time</b>
Payroll Increase		\$ 4,406	\$ -

## Accounting/Purchasing

Performance Measures		FY12 Actual	FY13 Actual	FY14 Actual	FY15 Proj/ YTD
Input					
1	Number of Invoices Received	6,887	6,712	6,956	6,975
Output					
1	Number of Purchase Orders Issued	513	547	608	610
2	Number of Accounts Payable Checks Issued	3,879	3,942	3,891	3,900
3	Number of Wire Transfers Processed and Issued	47	58	75	75
4	Number of Sealed Bids Processed	18	18	15	15
5	Number of Journal Entries Processed	1,100	904	850	850
Efficiency					
1	Percent of Purchase Orders Issued within 3 Working Days	100%	100%	100%	100%
2	Accounts Payable Invoices Paid within 30 Days	99%	99%	99%	99%
3	Bids / Proposals Awarded / Rejected within 45 Days	100%	100%	100%	100%
4	Percent of Months Closed within 15 Days	83%	92%	92%	92%
5	Percent Bank Reconciliations Completed within 30 Days	83%	92%	83%	92%
Effectiveness					
1	Number of Auditor Requested Journal Entries	4	3	3	3
2	Certificate of Achievement for Financial Reporting GFOA	1	1	1	1
3	CAFR Review Comments	3	7	4	2
4	Favorable Audit Opinion	1	1	1	1
5	Successful GASB Implementations	N/A	N/A	2	1
6	Vendor Checks Voided due to Accounting Division Error	5	3	3	2

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# Municipal Court

**Address** 303 Palo Pinto, Weatherford, TX 76086  
**Phone Number** (817) 598-4120

**Hours of Operation** Monday to Friday, 7:30 am to 5:00 pm

**Program Description** Under the direct supervision of the CFO the Municipal Court handles the judicial processing of Class C misdemeanors that originate from traffic citations, penal code offenses, city code violations, and misdemeanor arrests. The Court also prepares dockets, schedules trials, processes juries, records and collects fine payments, and issues warrants.

## Major Division Goals

- 1 Conduct fair and impartial hearings.
- 2 Set proper fines and penalties that are commensurate with the offense.
- 3 Review and process warrants as applicable.
- 4 Maintain formal training of Court personnel to assure knowledgeable performance of duties.
- 5 Provide efficient and courteous service to all who appear before the Court.
- 6 Maintain internal collection efforts to close outstanding cases.
- 7 Continue collection efforts utilizing external resources including MVBA and OmniBase services.

## FY15 Accomplishments, YTD and Projected

- 1 Completed the dedicated courtroom remodel.
- 2 Remodel the front clerk area to provide security for staff and a customer friendly layout.
- 3 Implemented Version 9 of INCODE system.
- 4 Implement a City Marshal to help bailiff in duties and be more proactive with active warrants.
- 5 Reinstate Juvenile Case Manager to oversee the juveniles, provide court assistance to juveniles and families, and work on crime prevention with schools and civic groups.

## FY16 Objectives

- 1 Continue education for court staff in order to maintain certifications and to ensure proper procedures are followed, as well as keeping up with changes in the laws.
- 2 Include court staff, via regional training, in annual court management system training to ensure staff are utilizing the program efficiently and as intended.
- 3 Active participation in annual Statewide Warrant Round-Up.

<b>Expenditure Summary</b>	<b>Actual FY14</b>	<b>Approved FY15</b>	<b>Projected FY15</b>	<b>Adopted FY16</b>
Category				
Personnel	268,107	237,873	266,077	236,447
Supplies	2,416	15,966	19,959	3,950
Contractual	54,413	112,175	94,962	93,443
Capital Outlay	-	-	-	-
<b>Total</b>	<b>324,936</b>	<b>366,014</b>	<b>380,998</b>	<b>333,840</b>



Personnel Schedule (FTE)		Actual	Approved	Projected	Adopted
Positions	Classification	FY14	FY15	FY15	FY16
Municipal Judge	UC	1.00	1.00	1.00	1.00
PT Associate Judge	UC	0.50	0.50	0.50	0.50
Court Clerk	18	1.00	1.00	1.00	1.00
Sr Deputy Clerk	11	1.00	1.00	1.00	1.00
Deputy Court Clerk	9	2.50	2.50	2.50	2.50
Total		6.00	6.00	6.00	6.00

Significant Budget Changes		Ongoing	One-Time
Travel/Training/Certification Pay		\$ 7,100	\$ -
Payroll Increase		\$ 3,902	\$ -

Performance Measures		FY12 Actual	FY13 Actual	FY14 Actual	FY15 Proj/YTD
Input					
1	Citations filed	4,541	5,824	4,541	4,541
Output					
1	Number of cases disposed	5,339	5,503	5,524	5,524
2	Number of Pre-Trials	961	686	425	425
3	Number of Bench/Jury Trials	39	17	12	5
4	Number of warrants Issued	1,309	1,309	1,225	1,225
Efficiency					
1	Average cost per case per FY	61.92	59.05	68.97	60.43
Effectiveness					
1	Percentage of cases closed within 30 days	35%	39%	31%	31%
2	Percentage of cases closed within 90 days	21%	13%	18%	18%
3	Percentage of cases closed within 180 days	18%	21%	19%	19%
4	Percentage of cases closed 180 or more	26%	23%	31%	31%
5	Percentage of cases closed by collection agency	33%	20%	46%	46%

### Budgetary Issues

TMCEC, TCCA and Incode (Tyler Technologies) continue to increase registrations fees, as well as hotel costs, for annual training. Including court staff in annual Incode training at regional training sites will increase the need for travel and seminar/training funds. These trainings are very important to ensure that court staff are using the program as intended and as efficiently as possible and to ensure that proper court procedure is maintained to protect both defendants and the City. In addition, legislative changes can impact both fees collected and processes.



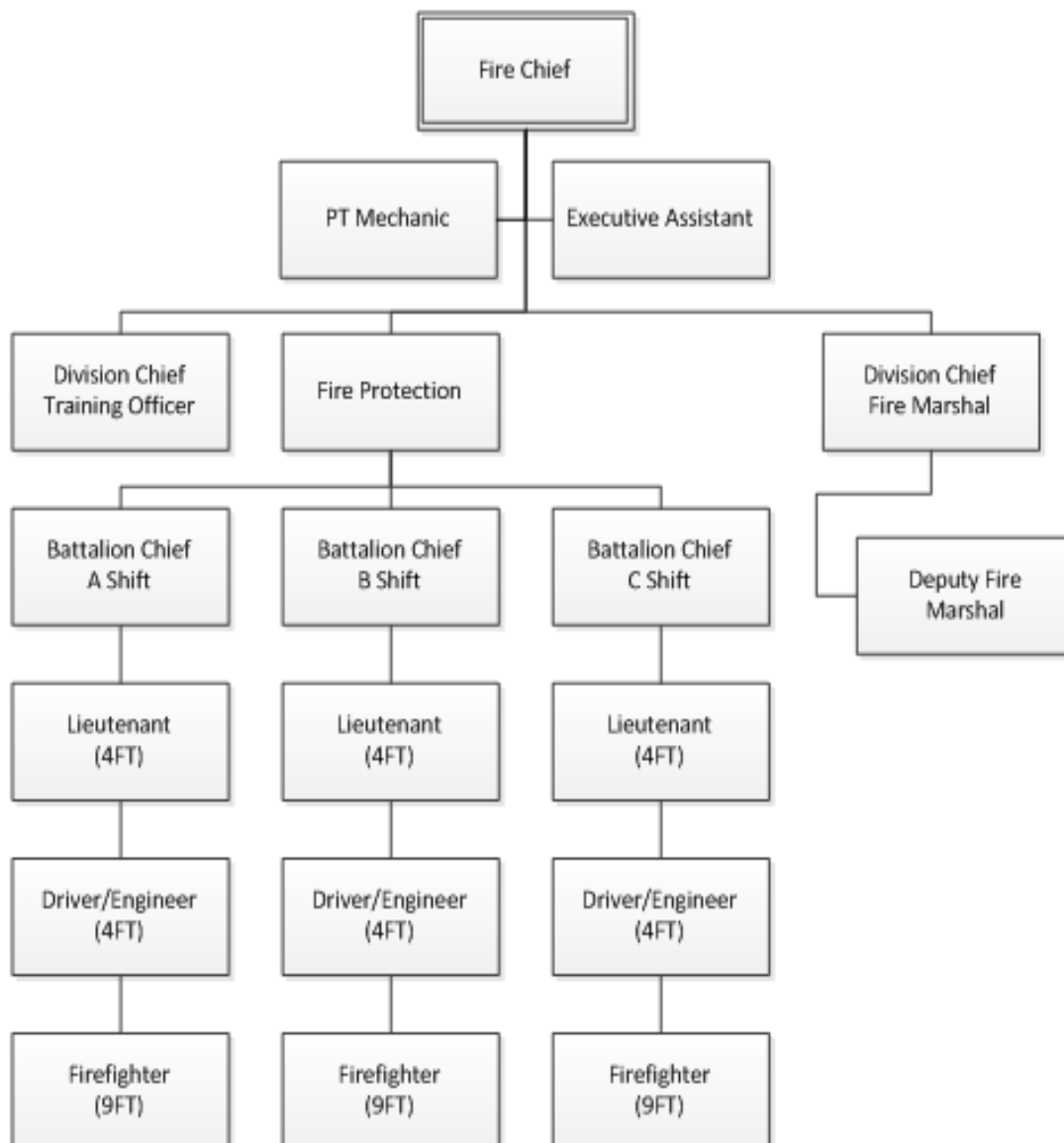


STATION



## Department Summary

The Fire Department is organized into the following divisions: Administration, Fire Prevention, Operations, and Training. The Administration division, staffed by the Fire Chief and an Executive Assistant, is responsible for providing overall direction of the department. It provides policy and guidance to the divisions of Fire Prevention, Operations, and Training. Fire Prevention is carried out primarily by the Fire Marshal and Deputy Fire Marshal. This division determines cause, purpose, and legal outcome of fire investigations, directs public safety through code compliance and inspections, and champions public fire safety education. The Training Division is comprised of a Division Chief of Training. The Division Chief of Training is responsible for the design and delivery of fire, rescue, and EMS continuing education and training. The Operations Division is composed of firefighters who are each assigned to one of three 24-hour shifts and spread among four fire stations. Each shift is comprised of a Battalion Chief, four Lieutenants, four Driver Engineers, and nine Firefighters. This division responds to the needs of the citizenry by providing timely suppression, rescue, first responder (EMS) activities, hazardous materials mitigation, and pre-incident planning.



# Fire Department

**Address** 202 W Oak, Weatherford, TX 76086  
**Phone Number** (817) 598-4280

**Hours of Operation** Monday to Friday, 8:00 am to 5:00 pm

**Major Division Goals**

- 1 Deliver an "all hazards" proactive approach in protecting lives, property and our environment; ensuring the safety and sustained security of our entire community.
- 2 Increase the level of care provided to citizens on medical incidents.
- 3 Champion fire and life safety education for all age levels and socio-economic groups.
- 4 Continue our general fire inspection program for all non-residential properties within our city.
- 5 Investigate causes of all fires and prosecute arson offenders.
- 6 Develop and implement a strategic plan.

**FY15 Accomplishments, YTD and Projected**

- 1 Successfully completed the joint operating pilot program with Emergency Services District #3.
- 2 Put a Truck Company in service after the delivery of Truck 1.
- 3 Put a Squad Company in service as to relieve some of the call volume from the new Truck.
- 4 Signed a mutual aid agreement with various surrounding fire departments.
- 5 Implemented the first phase of market adjustments to the members' salaries.

**FY16 Objectives**

- 1 Promote an Assistant Fire Chief of Operations.
- 2 Reach a long term agreement to provide service to ESD #3.
- 3 Join Parker County Regional Fire Dispatch.
- 4 Establish an annual medical surveillance program for all fire department members.
- 5 Seek outside funding opportunities for further development of the Training Center.

<b>Expenditure Summary</b>	<b>Actual</b>	<b>Approved</b>	<b>Projected</b>	<b>Adopted</b>
Category	<b>FY14</b>	<b>FY15</b>	<b>FY15</b>	<b>FY16</b>
Personnel	4,853,801	4,868,035	5,069,402	5,256,984
Supplies	228,912	337,585	316,944	269,604
Contractual	169,083	377,402	359,748	372,384
Capital Outlay	-	1,541,747	1,534,200	19,500
<b>Total</b>	<b>5,251,796</b>	<b>7,124,769</b>	<b>7,280,295</b>	<b>5,918,472</b>

Personnel Schedule (FTE)		Actual	Approved	Projected	Adopted
Positions	Classification	FY14	FY15	FY15	FY16
Fire Chief	37	1.00	1.00	1.00	1.00
Division Chief/Fire Marshal	29	1.00	1.00	1.00	1.00
Mechanic (PT)	27	0.50	0.50	0.50	0.50
Division Chief/Training Officer	26	1.00	1.00	1.00	1.00
Battalion Chief	26	3.00	3.00	3.00	3.00
Fire Lt/Company Officer	23	12.00	12.00	12.00	12.00
Deputy Fire Marshal	22	1.00	1.00	1.00	1.00
Driver/Engineer	22	12.00	12.00	12.00	12.00
Emergency Management Spclst	20	-	1.00	-	-
Fire Fighter	20	27.00	24.00	24.00	27.00
Sr Administrative Secretary	15	1.00	1.00	1.00	1.00
Sr Office Assistant	9	-	-	-	-
Total		59.50	57.50	56.50	59.50

Significant Budget Changes	Ongoing	One-Time
Payroll Increase/Remaining Market Adjustments	\$ 207,089	\$ -
3 New Firefighters*	\$ 198,443	\$ -
Move payment for Tax Notes to Non-Departmental	\$ (160,000)	\$ -
Contribution to Fleet Fund	\$ 80,385	\$ -
Emergency Manager moved to City Admin	\$ (75,803)	\$ -
Regional Fire Dispatch**	\$ 75,000	\$ -
Retiree Cost	\$ 13,560	\$ 61,275
Motorola Radios	\$ -	\$ 34,100
Heart Monitor/AED Replacement	\$ -	\$ 12,500
Medical Surveillance	\$ 7,900	\$ -
Utility Trailer	\$ -	\$ 7,000
Parts & Labor	\$ 3,883	\$ -
Ladder Testing	\$ 500	\$ -

\*Increase in the ESD contract provides sufficient revenues to pay for these items.

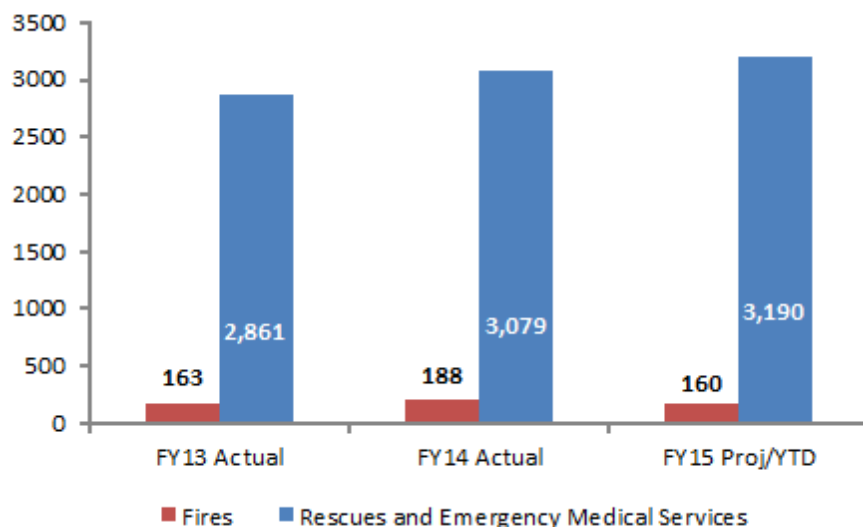
\*\*ESD 3 has agreed to pay for half of this cost in addition to the interlocal contract.

### Budgetary Issues

Our primary budgetary issue is related to our overtime budget. Meeting our minimum staffing requirements with the current number of personnel in the operations division has driven up overtime spending. We either need to lower the service level we currently provide to our citizens, or add on firefighter to each of our three shifts to eliminate the overspending. Another budgetary issue that needs attention is complete the market raises initiated in the last fiscal year.

# Fire Department

Performance Measures		FY12 Actual	FY13 Actual	FY14 Actual	FY15 Proj/YTD
Input					
1	Total calls for service	4,360	4,505	5,201	5,250
2	Overlapping Calls	815	815	1024	1028
Output					
2	Fires	164	163	188	160
3	Over Pressure, Rupture, Explosion (No Fire)	9	22	22	22
4	Rescues and Emergency Medical Services	2805	2861	3079	3190
5	Hazardous Conditions (no fire)	312	307	355	426
6	Service Calls	603	461	577	512
7	Good Intent Calls	248	456	651	678
8	False Alarms/False Calls	203	220	308	242
9	Severe Weather and Natural Disasters	8	4	3	0
10	Special Incident Types	8	11	18	20
Efficiency					
1	Response Time Less than 5 Minutes	55%	66%	68%	69%
2	Average Response Time to City Structure Fires	4:44	3:57	5:09	5:09
3	Inspections Performed Per Day	1.54	2.32	2.17	3.8
4	Total Department Training Hours per Year	6,222	5,467	5,998	5,603
5	Fire Safety Education (Adults/Children)	2898/5174	2397/3386	3246	3500
6	Suspected Arson Incidents	8	8	4	4
Effectiveness					
1	Overall Average Response Time (minutes)	4:45	5:27	5:29	5:30
2	Fire-related Deaths	0	0	0	0



### **Merger with Emergency Services District #3**

In November 12, 2013, after months of evaluation, the Weatherford City Council voted to approve an interlocal agreement between the City of Weatherford Fire Department and Parker County Emergency Services District (ESD) #3. The initial stipulations of this agreement involved the City of Weatherford taking on six employees of ESD #3 (three of whom would fill existing vacancies in the Weatherford Fire Department), for a net increase to the Weatherford Fire Department's budget of three positions, or approximately \$200,000. The City then began charging ESD #3 a corresponding amount as a contract agreement for taking on ESD #3's service area. Additionally, as part of the agreement the City was allowed to utilize ESD #3's station and equipment at the maintenance expense of the ESD, placing the Department in a better strategic position to meet its facility and equipment needs, while not sacrificing the expected service level of its citizens. This enabled the City to discontinue usage of one of their Fire Stations (Station #2, which had significant facility maintenance needs) and to reduce the Weatherford Fire Department's fleet size by one engine.

### **Impact on the City of Weatherford**

The data shows that this agreement has improved fire, medical and rescue services to Weatherford's citizens who live in the area formerly served by Weatherford Fire Station 2. The City has increased the average number of firefighters per incident and reduced response times with the additional resources allowed by this joint operating agreement.

### **2014 Service Statistics**

The statistics below indicate the number of incidents, the various call types, and the amount of staffing hours spent in 2014 serving all of the areas now a part of ESD #3. Prior to the ESD #3 expansion in November 2014, the Weatherford Fire Department already provided services within the ETJ through an interlocal agreement with Parker County. With this expansion, the City and County will no longer have a need for an interlocal agreement, as ESD #3 will now be responsible for these residents. Operationally, this change from County to ESD #3, will not present any greater or lesser services from Weatherford Fire Department.

#### Responses within ESD #3's Service Area

- 2014 Total Call Volume: 1002 Incidents
- Fires: 51 incidents (5.09%)
- Rescues & EMS: 519 incidents (51.80%)
- Hazardous Conditions: 74 incidents (7.39%)
- Service Calls: 171 incidents (17.07%)
- False Alarms/Calls: 172 incidents (17.17%)
- Other Call Types: 15 incidents (1.50%)
- Total annual staffing hours: 1,639.10
- Incidents per Day: 2.7

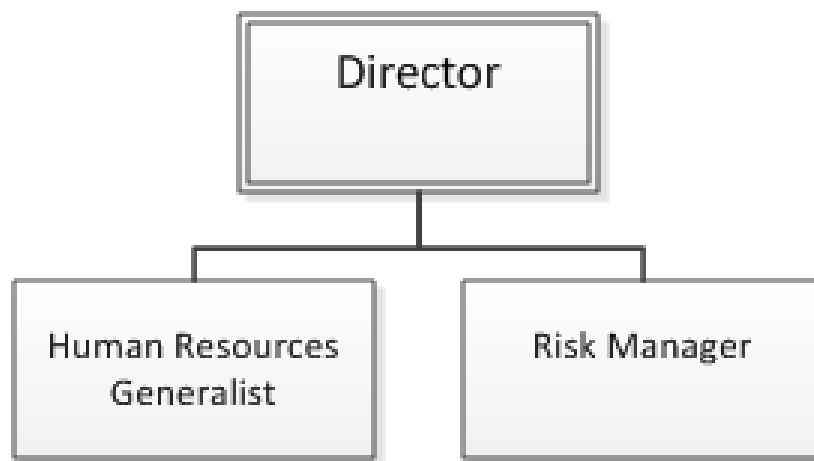
#### Responses within Weatherford City Limits

- 2014 Total Call Volume from Station 36 (ESD #3's Station): 319 Incidents
- Fires: 13 incidents (4.07%)
- Rescues & EMS: 200 incidents (62.69%)
- Hazardous Conditions: 14 incidents (4.38%)
- Service Calls: 37 incidents (11.59%)
- False Alarms/Calls: 19 incidents (5.95%)
- Other Call Types: 36 incidents (11.29%)
- Total YTD staffing hours: 591.11
- Incidents per Day: 0.9

# Human Resources

## Department Summary

The Human Resource Department administers, develops, and directs employment and risk management policies for all departments within the city. Compensation and benefit programs, including bi-weekly payroll, deductions, and tax reporting are administered on a regular basis. Benefit programs administered include TMRS, deferred compensation, medical, life, dental and vision insurance coverage, vacation, sick leave, longevity pay, and any other benefits provided by the city. The Human Resources Department counsels with employees on employment grievances and/or complaints in an attempt to resolve such grievances in a timely and effective manner. The Risk Manager educates employees, supervisors and managers in safety, workers compensation, and liability issues. Additionally, the Risk Manager works closely with citizens to resolve liability claims against the city.



**Address** 303 Palo Pinto, Weatherford, TX 76086  
**Phone Number** (817) 598-4104

**Hours of Operation** Monday to Friday, 8:00 am to 5:00 pm

- Major Division Goals**
- 1 Provide effective and timely recruitment, advertising, screening, and referral of qualified applicants for open positions.
  - 2 Update, maintain, and implement an effective job position description/classification program to ensure internal equity and legal compliance; compensation/performance appraisal program that compensates employees for performing position responsibilities; recommend pay system changes based on market competitiveness and economic conditions.
  - 3 Develop, update, and administer competitive, responsive, and cost-effective employee benefit programs.
  - 4 Human Resource Generalist assists Finance in the process of payroll for all employees in an efficient manner free of errors.
  - 5 Provide management and employees with positive recognition and communication programs; assist management and employees with employee relations issues.
  - 6 Provide effective safety and educational trainings through the Risk Manager.

- FY15 Accomplishments, YTD and Projected**
- 1 Provide training for supervisors and managers.
  - 2 Maintained compliance with Affordable Care Act.
  - 3 Continue Risk Management growth and development.



<b>Expenditure Summary</b>		<b>Actual</b>	<b>Approved</b>	<b>Projected</b>	<b>Adopted</b>
Category		<b>FY14</b>	<b>FY15</b>	<b>FY15</b>	<b>FY16</b>
Personnel		282,980	302,361	303,447	306,426
Supplies		10,000	5,250	4,425	5,250
Contractual		52,473	45,759	39,810	45,747
Capital Outlay		-	-	-	-
<b>Total</b>		<b>345,454</b>	<b>353,370</b>	<b>347,681</b>	<b>357,423</b>

<b>Personnel Schedule (FTE)</b>		<b>Actual</b>	<b>Approved</b>	<b>Projected</b>	<b>Adopted</b>
Positions	Classification	<b>FY14</b>	<b>FY15</b>	<b>FY15</b>	<b>FY16</b>
Director	38	1.00	1.00	1.00	1.00
Risk Manager	27	1.00	1.00	1.00	1.00
HR Generalist	15	1.00	1.00	1.00	1.00
<b>Total</b>		<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

<b>Significant Budget Changes</b>		<b>Ongoing</b>	<b>One-Time</b>
Payroll Increase		\$ 5,592	\$ -

<b>Performance Measures</b>		<b>FY12 Actual</b>	<b>FY13 Actual</b>	<b>FY14 Actual</b>	<b>FY15 Proj/ YTD</b>
Input					
1	City Employees	413	405	392	395
Output					
1	Employees Hired	40	70	68	61
2	Applications Processed	1,800	2,200	2,303	2,200
Effectiveness					
1	Turnover Rate	8%	6%	16%	6%

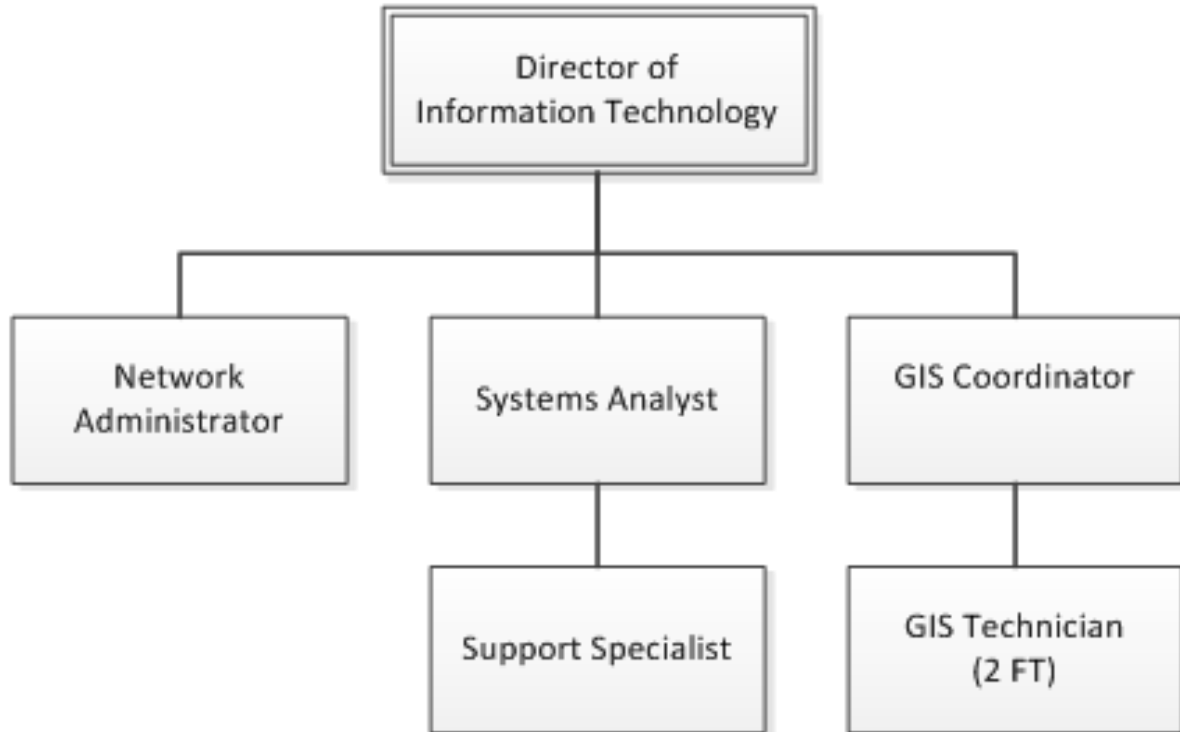
<b>FY16 Objectives</b>	<ol style="list-style-type: none"> <li>1 Implement City Wide training programs</li> <li>2 Expand Risk Management training program.</li> <li>3 Enhance Human Resource Information System .</li> <li>4 Identify star employees and develop succession plans.</li> </ol>
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<b>Budgetary Issues</b>	None at this time.
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# Information Technology

## Department Summary

The Information Technology Division is responsible for ensuring the efficient operations of the City's computers, networking systems, and Geographical Information Systems (GIS). The Wide Area Network (WAN), GIS, and computer support operations are managed under the Information Technology Division. Maintenance of the WAN involves networking hardware and software troubleshooting, network device upgrades, contract negotiations, fiber optic coordination, data management, and administration. GIS employees manage functions of mapping services to all users including database integrity and data validation. The GIS system is used by internal employees and outside consultants to make decisions and recommendations regarding infrastructure improvements. HelpDesk/PC Support performs PC hardware and software troubleshooting, incident management for city staff, HelpDesk problem resolution for approximately 600 computers, thin clients, phones and mobile devices throughout the City. Information Technology is under the direction of the Director of Information Technology and reports directly to the Assistant City Manager.



## Budgetary Issues

Due to increases in mission critical applications, the rapidly changing nature of information technology, and continued growth of the computer networking infrastructure, a cost of service increase will be required for annual service contracts.

<b>Address</b>	917 Eureka, Weatherford, TX 76086
<b>Phone Number</b>	(817) 598-4276
<b>Hours of Operation</b>	Monday to Friday, 8:00 am to 5:00 pm (On Call 24/7)
<b>Program Description</b>	The Information Technology Division manages the Wide Area Network (WAN), which involves networking hardware and software troubleshooting, network device upgrades, contract negotiations, fiber optic coordination, data management, and network administration duties. The GIS system is used by internal employees and outside consultants to make decisions and recommendations regarding infrastructure improvements and changes. HelpDesk/PC Support performs PC hardware and software troubleshooting, incident management for all city staff, HelpDesk problem resolution for approximately 600 computers, thin clients, phones and mobile devices throughout the city.
<b>Major Division Goals</b>	<ol style="list-style-type: none"> <li>1 Implement and maintain technology solutions that improve the delivery of quality services to our citizens.</li> <li>2 Ensuring responsive communication and improving customer service through effective deployment of technology.</li> <li>3 Provide timely and accurate information to City Council, city staff, and citizens through the continued expansion of GIS and web-based technologies.</li> </ol>
<b>FY15 Accomplishments, YTD and Projected</b>	<ol style="list-style-type: none"> <li>1 Deploy new pc's to Utilities as well as the Library.</li> <li>2 Incode migration to Version 10.</li> <li>3 Complete Millsoft migration for engineering analysis.</li> <li>4 Complete expansion of City Works work order/tracking system.</li> <li>5 Setup mobile device management for city asset management of Ipads, iPhones and other mobile devices.</li> <li>6 Implement central power distribution unit for management of all critical systems inside service center.</li> <li>7 Complete IT Service catalog to describe the functionality of IT and the service levels provided to the City.</li> </ol>
<b>FY16 Objectives</b>	<ol style="list-style-type: none"> <li>1 Start Electronic document processing and management project</li> <li>2 Deploy new pc's to Police, Court, Animal shelter, and Fire.</li> <li>3 Upgrade core network infrastructure</li> <li>4 Move to hosted Microsoft exchange services through office 365</li> <li>5 Refresh electric scada with new server infrastructure</li> <li>6 Continue to focus on physical security of buildings through the use of video surveillance and door access control systems</li> <li>7 Upgrade GIS software across city</li> </ol>

## Information Technology

<b>Expenditure Summary</b>		<b>Actual</b>	<b>Approved</b>	<b>Projected</b>	<b>Adopted</b>
Category		<b>FY14</b>	<b>FY15</b>	<b>FY15</b>	<b>FY16</b>
Personnel		611,876	629,414	686,865	645,444
Supplies		228,630	218,539	215,914	262,239
Contractual		790,104	887,701	1,121,593	1,090,980
Capital Outlay		55,160	446,826	208,195	50,000
<b>Total</b>		<b>1,685,771</b>	<b>2,182,480</b>	<b>2,232,567</b>	<b>2,048,663</b>

<b>Personnel Schedule (FTE)</b>		<b>Actual</b>	<b>Approved</b>	<b>Projected</b>	<b>Adopted</b>
Positions	Classification	<b>FY14</b>	<b>FY15</b>	<b>FY15</b>	<b>FY16</b>
Director	36	1.00	1.00	1.00	1.00
Network Administrator	25	1.00	1.00	1.00	1.00
GIS Coordinator	24	1.00	1.00	1.00	1.00
System Analyst	23	1.00	1.00	1.00	1.00
GIS Technician	20	2.00	2.00	2.00	2.00
GIS Tech/Support Specialist	20	1.00	1.00	1.00	1.00
<b>Total</b>		<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>

<b>Significant Budget Changes</b>		<b>Ongoing</b>	<b>One-Time</b>
Core Network Upgrades		\$ -	\$ 125,000
Backup Capacity Increase		\$ -	\$ 40,000
Office 365		\$ 11,500	\$ 16,000
Data Storage and Management		\$ -	\$ 24,500
Retiree Cost		\$ 6,780	\$ 17,025
Electric Scada server replacement schedule.		\$ 20,000	\$ -
Payroll Increase		\$ 11,214	\$ -
Large Format Plotter		\$ 1,200	\$ 10,000
Milsoft		\$ 9,876	\$ -
ESRI Upgrade		\$ -	\$ 9,000
Utilisphere Support		\$ 6,196	\$ -
ROAM Support		\$ 4,500	\$ -
SCADA Ignition Software and Support		\$ 4,447	\$ -
		\$	
10 Additional TrakIt Licenses		4,000	\$ -
Boards, Comms, Committs Management Tool		\$ 3,600	\$ -
Facility Dude Support		\$ 3,420	\$ -
Cityworks 2014 Upgrade		\$ -	\$ 2,400

Performance Measures		FY12 Actual	FY13 Actual	FY14 Actual	FY15 Proj/YTD
Input					
1	Software Accounts Managed	530	724	900	915
2	Electronic Devices Maintained	585	675	735	740
3	Networked Fiber/Wireless Sites	24	27	29	30
4	Networked VPN/Mobile	121	168	205	250
5	Service Requests	1,452	1,884	2,346	2,400
6	GIS Map/Copy requests	3,200	2,883	3,052	2,650
Output					
1	Support Issues Completed	1,450	1,884	2,346	2,400
2	GIS Map/Copy requests completed	3,200	2,883	3,052	2,650
Efficiency					
1	Average Time to Complete Request	55 Minutes	50 Minutes	48 Minutes	47 minutes
2	Gigabyte (GB) data stored	NEW	27,743	38,500	45,000
Effectiveness					
1	Employee Satisfaction Survey (5 = the highest score)	4.7	4.8	97%	98%
2	GIS Website Hits	NEW	20,867	25,000	26,000
3	GIS Layers Maintained	230	234	309	320



A photograph of the Weatherford Public Library sign. The sign is a long, light-colored concrete wall with the words "WEATHERFORD PUBLIC LIBRARY" in large, dark, serif capital letters. The sign is partially obscured by a large, leafy tree on the left and a dense green shrub in the foreground. The background shows a clear blue sky with some light clouds, a flagpole with an American flag, and some distant buildings.

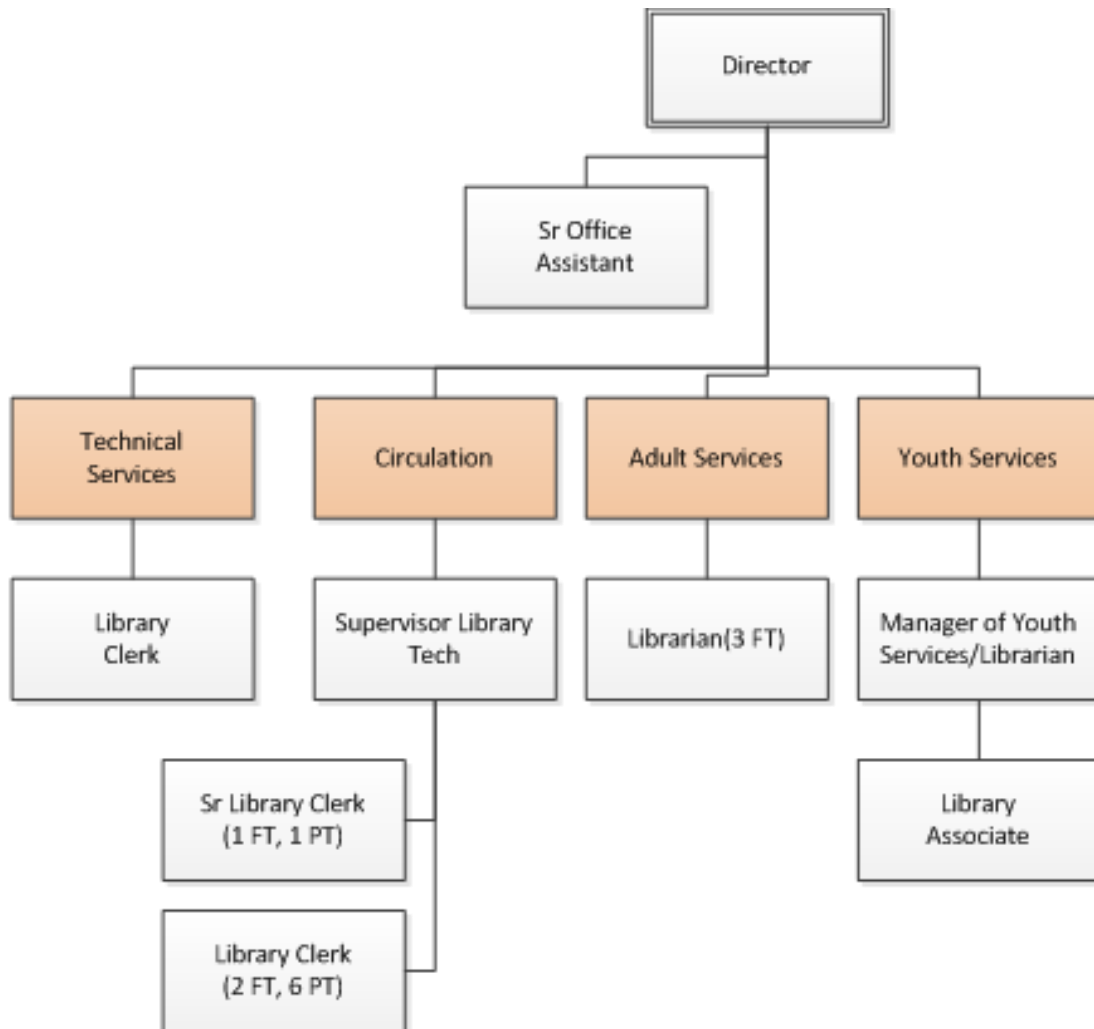
WEATHERFORD PUBLIC LIBRARY



# Library Services

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The Weatherford Public Library provides library services for the City of Weatherford and neighboring areas of Parker County. The Library is located on Charles Street in southwest Weatherford, and provides meeting space, book and media checkout, Internet services, genealogical research, and other services. In addition to the main library, the department manages various grant and donation funds.



# Weatherford Public Library

**Address** 1014 Charles, Weatherford, TX 76086

**Phone Number** (817) 598-4150

**Hours of Operation** Monday to Thursday, 10:00 am to 8:00 pm  
Friday to Saturday, 10:00 am to 6:00 pm  
Sunday, 2:00 pm to 6:00 pm

**Program Description** The Weatherford Public Library provides library services for the City of Weatherford and Parker County. The Library is located on Charles Street on the western edge of Weatherford, and provides meeting space, book and media checkout, Internet, genealogical research, and other services. In addition to the main library, the department manages various grant and donation funds. The Weatherford Public Library exists to promote reading, support the formal educational efforts of the community, and provide resources for life-long learning for all citizens. To achieve these goals, a well-trained and professional staff collects and organizes current materials focusing on educational, informational, civic, cultural, business and recreational interests. The staff provides assistance in the use of print and online reference sources; organizes and offers events that advance the growth of the individual; preserves city and county documents of historical, genealogical, or governmental interest; and serves as a referral source for other community services.

<b>Expenditure Summary</b>	<b>Actual FY14</b>	<b>Approved FY15</b>	<b>Projected FY15</b>	<b>Adopted FY16</b>
Category				
Personnel	861,023	854,816	844,492	818,861
Supplies	144,264	134,277	137,037	145,406
Contractual	89,608	98,824	101,380	100,692
Capital Outlay	-	-	-	-
<b>Total</b>	<b>1,094,894</b>	<b>1,087,917</b>	<b>1,082,910</b>	<b>1,064,959</b>

<b>Significant Budget Changes</b>	<b>Ongoing</b>	<b>One-Time</b>
Payroll Increase	\$ 13,877	\$ -
Books	\$ 5,016	\$ -
Replace Return Chutes	\$ -	\$ 5,000
Software Maintenance	\$ 3,751	\$ -
Mount Pleasant Oral History Kiosk	\$ -	\$ 1,500
Database Fees	\$ 713	\$ -
Audiovisual Materials	\$ 644	\$ -
Periodicals	\$ 369	\$ -



**Major Division Goals**

- 1 Provide staffing and hours of service that meet community needs.
- 2 Maintain a collection of resources that support the identified needs of the community.
- 3 Provide for the delivery of accurate and timely information and services that focus on satisfying the informational and recreational needs of the community.
- 4 Based on an understanding of the community, and using staff or through partnerships with other individuals or agencies, offer meaningful events designed to meet the identified needs of the community.
- 5 Take advantage of all avenues to maintain community awareness of the library and the services available.
- 6 Continue to review all aspects of the library's operation to identify ways to improve current services and explore innovations that can be incorporated into services offered.

**FY15 Accomplishments (YTD/Projected)**

- 1 Awarded the North Central Texas Council of Governments' Regional Cooperation Award for the Parker County Library Association and its Preserving and Expanding Access to Culture and History (PEACH) local history digitization project.
- 2 Began offering streaming videos for checkout via Internet.
- 3 Secured a second year of TexTreasures grant funding for PEACH.
- 4 Borrowed 5,797 items for Weatherford library patrons via the PCLA (through August 6, 2015).
- 5 Increased Summer Reading Club registrations 6.6 percent, from 1,784 to 1,902.
- 6 Improved statistical tracking of wireless Internet usage by library patrons.

**FY16 Objectives**

- 1 Increase number of library-sponsored events aimed at adult audiences.
- 2 Improve look, functionality, and safety of library with physical upgrades and maintenance.
- 3 Improve Library's score on the Edge Assessment, national benchmark for library technology offerings.
- 4 Extend library offerings into the community beginning with a kiosk at the Mount Pleasant School building that will play oral history interview clips.

<b>Personnel Schedule (FTE)</b>		<b>Actual</b>	<b>Approved</b>	<b>Projected</b>	<b>Adopted</b>
Positions	Classification	<b>FY14</b>	<b>FY15</b>	<b>FY15</b>	<b>FY16</b>
Director	36	1.00	1.00	1.00	1.00
Assistant Director	25	1.00	-	-	-
Librarian	19	2.00	3.00	3.00	3.00
PT Librarian	19	0.50	0.50	0.50	0.50
Supervising Library Tech	15	1.00	1.00	1.00	1.00
Librarian Associate	15	1.00	1.00	1.00	1.00
Sr Library Clerk	12	1.00	1.00	1.00	1.00
PT Sr Library Clerk	12	0.50	0.50	0.50	0.50
Sr Office/Circulation Asst	9	1.00	1.00	1.00	1.00
Library Clerk	7	3.00	3.00	3.00	3.00
PT Library Clerk	7	3.00	2.50	2.50	2.50
<b>Total</b>		<b>15.00</b>	<b>14.50</b>	<b>14.50</b>	<b>14.50</b>

# Weatherford Public Library

Performance Measures		FY12 Actual	FY13 Actual	FY14 Actual	FY15 Proj/YTD
Input					
1	Service Population as defined by the State	75,917	80,752	79,544	80,000
2	Number of volunteer hours	2,507	1,620	2,368	2,600
3	Number of internet sessions (total)	30,149	28,157	26,193	53,500
4	Number of total internet session hours	18,998	16,746	14,290	19,500
Output					
1	Presentations to community groups	NEW	2	1	5
2	Number of website edits	NEW	112	141	130
3	Number of Notify Me email messages	NEW	70	68	80
4	Workshops for the public	NEW	1	2	5
5	Workshops/training per employee	NEW	2	2	2
6	Customer satisfaction surveys administered	NEW	-	1	4
7	Items Circulated	347,662	336,294	347,745	355,000
Effectiveness					
1	Cardholders that have used their card in the past 2 years	NEW	12,332	15,494	12,000
2	Cardholders that have used their card in the past 3 years	NEW	16,020	18,929	15,000
3	Customer satisfaction surveys Rating	NEW	N/A	N/A	95%
4	Edge Assessment Score	NEW	NEW	385	450

# Library and Technology Services Grant

Expenditure Summary		Actual	Approved	Projected	Adopted
Category		FY14	FY15	FY15	FY16
Personnel		-	-	-	-
Supplies		10,008	-	-	-
Contractual		-	-	-	-
Capital Outlay		-	-	-	-
Total		10,008	-	-	-

Personnel Schedule (FTE)		Actual	Approved	Projected	Adopted
Positions	Classification	FY14	FY15	FY15	FY16
None					
Total		-	-	-	-

Significant Budget Changes	Ongoing	One-Time
None		

## Performance Measures

None

## Library PEACH Grant

<b>Expenditure Summary</b>		<b>Actual</b>	<b>Approved</b>	<b>Projected</b>	<b>Adopted</b>
Category		<b>FY14</b>	<b>FY15</b>	<b>FY15</b>	<b>FY16</b>
Personnel		37,499	-	-	34,000
Supplies		8,321	-	-	4,394
Contractual		3,053	50,463	50,463	-
Capital Outlay		-	-	-	-
<b>Total</b>		<b>48,873</b>	<b>50,463</b>	<b>50,463</b>	<b>38,394</b>

<b>Personnel Schedule (FTE)</b>		<b>Actual</b>	<b>Approved</b>	<b>Projected</b>	<b>Adopted</b>
Positions	Classification	<b>FY14</b>	<b>FY15</b>	<b>FY15</b>	<b>FY16</b>
PT Librarian	19	0.50	0.50	0.50	0.50
PT Library Clerk	7	0.50	0.50	0.50	0.50
<b>Total</b>		<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

<b>Significant Budget Changes</b>	<b>Ongoing</b>	<b>One-Time</b>
None		

### Performance Measures

None

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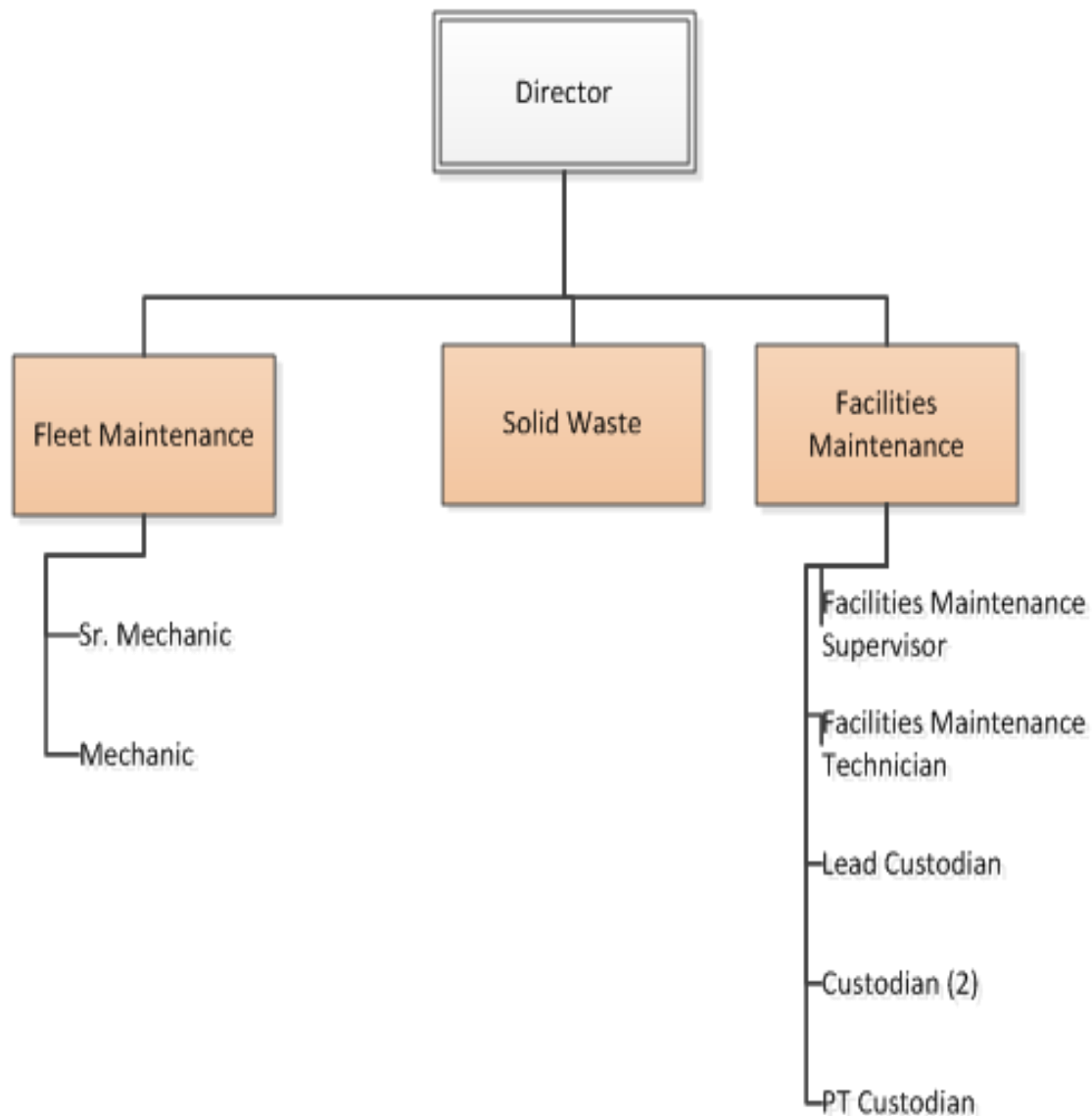




# Municipal & Community Services

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Municipal & Community Services is responsible for providing a variety of services to internal and external customers, including City Departments and residents of Weatherford. The divisions of this department include: Code Enforcement, Consumer Health, Facilities Maintenance, Fleet Maintenance, and Sanitation (which is located in the Solid Waste Fund).





## Facilities Maintenance

<b>Address</b>	303 Palo Pinto, Weatherford, TX 76086
<b>Phone Number</b>	(817) 598-4102
<b>Hours of Operation</b>	Monday to Friday, 8:00 am to 5:00 pm
<b>Program Description</b>	The Facilities Maintenance division responsibilities include: janitorial, electrical, plumbing, painting, structural, mechanical, alterations, and or remodels through in-house staff or contract services.
<b>Major Division Goals</b>	<ol style="list-style-type: none"> <li>1 Maintain and sustain the integrity of all city-owned building and facilities.</li> <li>2 Standardize building materials and equipment throughout city buildings.</li> <li>3 Conduct a thorough assessment of city buildings and structures to identify needs, assess costs, and evaluate priorities.</li> </ol>
<b>FY15 Accomplishments, YTD and Projected</b>	<ol style="list-style-type: none"> <li>1 Established Mechanical Maintenance Schedule.</li> <li>2 Repaired City Hall front entry stairway.</li> <li>3 Replaced historic window at the Chamber of Commerce.</li> <li>4 Stained and sealed the Holland Lake Athletic Field House.</li> <li>5 Repaired Police Department flooring.</li> <li>6 Upgraded barn cat building at the animal shelter.</li> <li>7 Replaced the Fire Admin building sidewalk.</li> <li>8 Replaced two substandard A/C's in city buildings.</li> </ol>

<b>Expenditure Summary</b>	<b>Actual</b>	<b>Approved</b>	<b>Projected</b>	<b>Adopted</b>
Category	<b>FY14</b>	<b>FY15</b>	<b>FY15</b>	<b>FY16</b>
Personnel	321,932	300,530	298,803	305,072
Supplies	51,135	230,639	279,140	41,800
Contractual	201,633	247,612	195,551	432,238
Capital Outlay	15,000	14,000	-	-
<b>Total</b>	<b>589,701</b>	<b>792,780</b>	<b>773,494</b>	<b>779,110</b>

<b>Budgetary Issues</b>	The City of Weatherford has several older facilities with renovation needs. The department has begun generating a comprehensive list of these needs, and the city is in need of a consistent repair schedule, requiring more annual funding.
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**FY16 Objectives**

- 1 Continue to complete requested work orders in a timely manner.
- 2 Harberger Hill Community Center door repair.
- 3 Paint the interior of Fire Station #1.
- 4 Repair rock façade in Fire Station #3.
- 5 Fire Station #3 repairs.
- 6 Repair Park Maintenance shop siding.
- 7 Complete Heritage Park Event Center repairs.

<b>Personnel Schedule (FTE)</b>		<b>Actual</b>	<b>Approved</b>	<b>Projected</b>	<b>Adopted</b>
Positions	Classification	<b>FY14</b>	<b>FY15</b>	<b>FY15</b>	<b>FY16</b>
Facilities Maintenance Supervisor	15	1.00	1.00	1.00	1.00
Facilities Maintenance Tech	8	1.00	1.00	1.00	1.00
Lead Custodian	7	1.00	1.00	1.00	1.00
Custodian	6	2.00	2.00	2.00	2.00
PT Custodian	6	1.50	1.50	1.50	1.50
<b>Total</b>		<b>6.50</b>	<b>6.50</b>	<b>6.50</b>	<b>6.50</b>

<b>Significant Budget Changes</b>		<b>Ongoing</b>	<b>One-Time</b>
Repair Dollars*		\$ 60,000	\$ 188,500
Payroll Increase		\$ 4,999	\$ -
Work Order Ticket Software		\$ 2,376	\$ -

<b>Performance Measures</b>		<b>FY12 Actual</b>	<b>FY13 Actual</b>	<b>FY14 Actual</b>	<b>FY15 Proj/YTD</b>
<b>Input</b>					
1	Work Orders Submitted	503	475	490	490
<b>Output</b>					
1	Work Orders Completed	463	425	480	480

\*A full list of proposed repairs can be found in the Supplemental section of the Appendix.

## Fleet Maintenance

Under the supervision of the Director of Municipal & Community Services, the Vehicle/Equipment Maintenance Division is responsible for maintenance of all vehicles and equipment in the General Fund & Solid Waste Departments. Assistance is also available to other departments of the city on an as-needed or emergency basis. In prior years, this division was operated as a city-wide maintenance facility in the Internal Services Fund.

<b>Address</b>	612 Fort Worth Highway, Weatherford, TX 76086
<b>Phone Number</b>	(817) 598-4299
<b>Hours of Operation</b>	Monday to Friday, 7:00 am to 4:00 pm
<b>Program Description</b>	Under the supervision of the Director of Municipal & Community Services, the Vehicle/Equipment Maintenance Division is responsible for maintenance of all vehicles and equipment in the General Fund & Solid Waste Departments. Assistance is also available to other departments of the city on an as-needed or emergency basis. In prior years, this division was operated as a city-wide maintenance facility in the Internal Services Fund.
<b>Major Division Goals</b>	<ol style="list-style-type: none"><li>1 Provide a comprehensive maintenance program and assure that all city vehicles and equipment are serviced and maintained according to manufacturer specifications.</li><li>2 Continue to provide accurate, detailed Fleet reports to department Directors.</li><li>3 Maintain 30 day notification schedule for all vehicles and equipment due for preventative maintenance.</li></ol>
<b>FY15 Accomplishments, YTD and Projected</b>	<ol style="list-style-type: none"><li>1 Have fulfilled the demands of various departments with the comprehensive maintenance program in place.</li><li>2 Have fulfilled most repair requests of various departments in General Fund &amp; Solid Waste.</li><li>3 Fleet has consistently began contacting and scheduling with departments when there is a preventative maintenance due therefore reducing wait and down time on vehicles and equipment.</li></ol>

**FY16 Objectives**

- 1 Continue to fulfill demands of various departments.
- 2 Fleet Services will continue to provide detailed and accurate reports that will allow department heads to monitor costs of vehicle and equipment operations.

<b>Expenditure Summary</b>		<b>Actual</b>	<b>Approved</b>	<b>Projected</b>	<b>Adopted</b>
Category		<b>FY14</b>	<b>FY15</b>	<b>FY15</b>	<b>FY16</b>
Personnel		132,923	134,045	134,243	190,252
Supplies		10,081	13,500	12,342	13,300
Contractual		22,207	31,129	25,904	31,093
Capital Outlay		-	-	-	-
<b>Total</b>		<b>165,211</b>	<b>178,674</b>	<b>172,490</b>	<b>234,645</b>

<b>Personnel Schedule (FTE)</b>		<b>Actual</b>	<b>Approved</b>	<b>Projected</b>	<b>Adopted</b>
Positions	Classification	<b>FY14</b>	<b>FY15</b>	<b>FY15</b>	<b>FY16</b>
Sr Mechanic	16	1.00	1.00	1.00	1.00
Mechanic	13	1.00	1.00	1.00	1.00
<b>Total</b>		<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

<b>Significant Budget Changes</b>		<b>Ongoing</b>		<b>One-Time</b>	
Retiree Cost		\$	6,780	\$	47,510
Payroll Increase		\$	2,402	\$	-

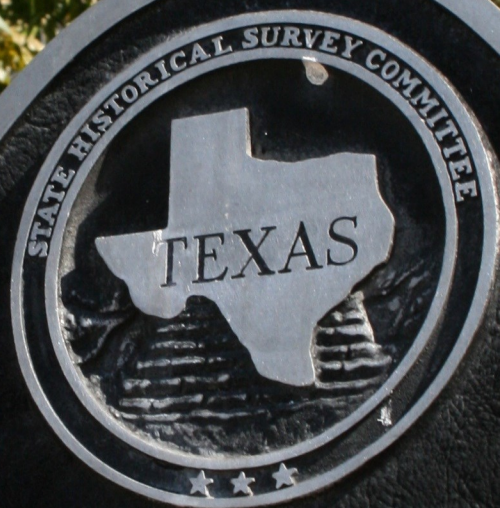
# Fleet Maintenance

Performance Measures		FY12 Actual	FY13 Actual	FY14 Actual	FY15 Proj/ YTD
Input					
1	All Service Requests	537	738	643	493
2	Preventative Maintenance Requests				
	Light Duty Vehicles	158	162	115	104
	Medium Duty Vehicles	11	10	59	44
	Heavy Duty Vehicles	50	50	36	32
	Miscellaneous	3	12	21	12
3	Scheduled Maintenance Requests	187	218	238	192
4	Unscheduled Maintenance Requests	83	86	121	91
5	Field Call	29	46	53	29
6	# of General Fund & Solid Waste vehicles/ equipment maintained	154	154	224	
7	Requests for fabrication	1	0	0	1
Output					
1	Total Service Hours	2,208	2,309	2,757	1,079
2	Preventative Maintenance Performed				
	Light Duty Vehicles	205	178	124	154
	Miscellaneous	8	12	82	41
3	Scheduled Maintenance Performed	1,179	1,186	1,692	144
4	Unscheduled Maintenance Performed	325	562	357	52
5	Field Call	94	95	138	70
6	Diagnostics	125	31	54	92
7	Fabrication Projects Completed	75	0	0	1
8	Shop Maintenance/Office Work (hours)	1,040	1,040	1,040	
Efficiency					
1	Average Labor Hours per Service Request	\$ 3.85	\$ 3.09	\$ 4.29	\$ 2.19
2	Average Labor Cost per Service Request	\$ 245.08	\$ 176.59	\$ 202.68	\$ 264.34
3	Preventative Maintenance				
	Light Duty Vehicles	\$ 40.95	\$ 34.42	\$ 33.64	\$ 46.39
	Medium Duty Vehicles	\$ 76.22	\$ 65.79	\$ 46.99	\$ 28.84
	Heavy Duty Vehicles	\$ 147.43	\$ 140.35	\$ 194.05	\$ 140.97
	Equipment	\$ 79.09	\$ 31.33	\$ 121.58	\$ 80.93
4	Scheduled Maintenance	\$ 199.38	\$ 170.43	\$ 222.65	\$ 80.85
5	Unscheduled Maintenance	\$ 123.69	\$ 204.72	\$ 92.30	\$ 17.90
Effectiveness					
1	% of vehicles with on-time Preventative Maintenance	95%	98%	96%	

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# WEATHERFORD

FOUNDED 1856. NAMED FOR JEFFERSON WEATHERS,  
STATE SENATOR AND A CONFEDERATE SOLDIER.

FRONTIER PEOPLE FOUND PROTECTION HERE  
CONSTANT INDIAN THREAT DURING CIVIL WAR.  
THE ONLY TOWN BETWEEN FORT WORTH AND EL PASO.

HOME OF CHANDOR GARDENS AND TEXAS RAILROAD  
MUSEUM. NEARBY IS DOUBLE LOG CABIN MUSEUM.



# Non Departmental

**Address** 303 Palo Pinto, Weatherford, TX 76086  
**Phone Number** (817) 598-4102

**Program Description** Non Departmental is a non-operational department that houses costs not directly borne by a particular department.

<b>Expenditure Summary</b>	<b>Actual FY14</b>	<b>Approved FY15</b>	<b>Projected FY15</b>	<b>Adopted FY16</b>
Category				
Personnel	-	-	-	150,956
Supplies	280,229	300,000	153,260	-
Contractual	539,343	511,653	376,363	1,440,537
Capital Outlay	500	180,000	180,000	-
<b>Total</b>	<b>820,072</b>	<b>991,653</b>	<b>709,623</b>	<b>1,591,492</b>

<b>Significant Budget Changes</b>	<b>Ongoing</b>	<b>One-Time</b>
*Transfer to Vehicle Replacement Fund	\$ -	\$ 604,580
Tax Incentive Reserve	\$ -	\$ 300,000
Payment for 2015 Tax Notes (reduction from Fire Dept.)	\$ 152,000	\$ -
Contribution to Retiree Payout Reserve	\$ 150,956	\$ -
Unallocated Contribution to Fleet Fund	\$ 53,754	\$ -
Increase in payment to Parker Appraisal District	\$ 20,100	\$ -
General Fund Grants	\$ -	\$ 20,000
Freedom House	\$ -	\$ 10,000
Manna Storehouse	\$ -	\$ 6,000
Crossroads Youth Ministry	\$ -	\$ 6,050
Center of Hope	\$ -	\$ 35,000
Parker Co. Committee on Aging		

\*On the General Fund Summary, this item is listed in the "Other Adjustments" section.



The Patsy Hooks Memorial Dog Park officially opened to the public on July 18, 2014. The park is located at 379 Jack Borden Way, in Heritage Park.

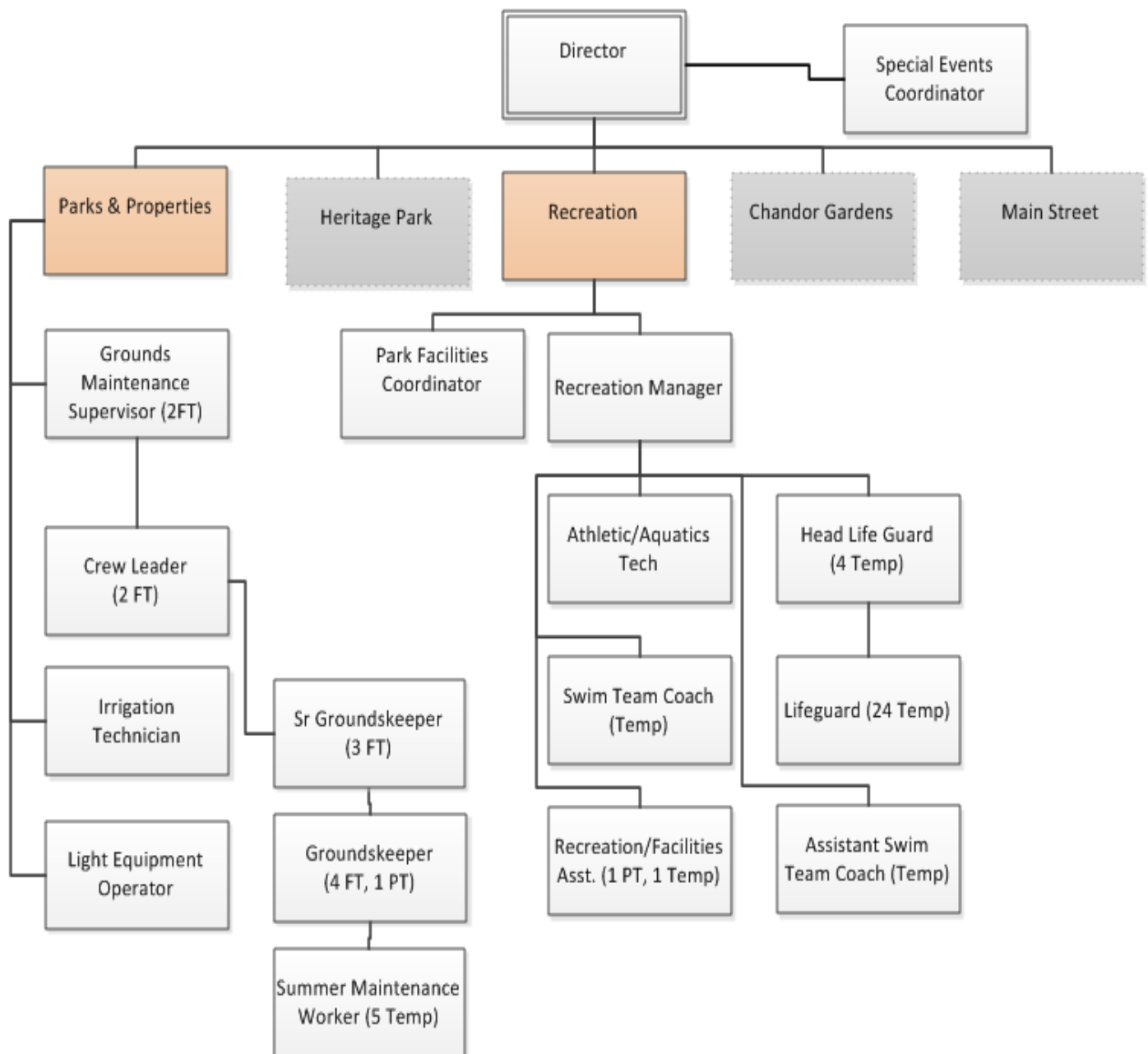




# Parks & Recreation

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The Parks & Recreation Department is responsible for the maintenance and upkeep of all city parks, landscaping of city facilities, operations of First Monday Trade Days, and all recreation programming. It is also responsible for maintenance and operations of Chandor Gardens and the Main Street Program. For FY16, the First Monday division is located in a separate fund, called the Heritage Park Events Fund.



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## Parks & Properties

<b>Address</b>	204 Cartwright Road, Weatherford, TX 76086
<b>Phone Number</b>	(817) 598-4248
<b>Hours of Operation</b>	Spring-Summer: Monday to Friday, 6:30 am to 3:00 pm Fall-Winter: Monday to Friday, 8:00 am to 5:00 pm
<b>Program Description</b>	Park and Properties maintains Weatherford parks as a major real estate asset. The program's strategic focus will be a continuous process for creating efficiencies and cost savings while maintaining a superior park system for citizens of Weatherford. An estimated 856 acres of land are maintained within Weatherford. The maintenance program also includes the Historic Downtown Weatherford, recreational buildings, athletic fields, the Cherry Park Pool, open space City-owned property and land, and city facilities. This division manages mowing contracts for city cemeteries.
<b>Major Division Goals</b>	<ol style="list-style-type: none"> <li>1 Provide safe, well-maintained facilities and park amenities for our citizens.</li> <li>2 To manage use of fields and properties to maintain quality and longevity.</li> <li>3 To investigate innovative technology and equipment that will increase the efficiency and effectiveness of field maintenance.</li> <li>4 To conduct facility/equipment inspections on a routine and consistent basis per established standards.</li> <li>5 To utilize and manage volunteers in performing maintenance activities or projects that enhances park areas, facilities, and/or amenities within Weatherford parks.</li> </ol>
<b>FY15 Accomplishments, YTD and Projected</b>	<ol style="list-style-type: none"> <li>1 Establish and utilize the City inmate work program.</li> <li>2 Develop the Master plan for Heritage Park along the Town Creek trail.</li> <li>3 Coordinate and develop the Master Plan for the Veterans Memorial Park</li> <li>4 Completed large landscape installation along the Town Creek Hike and Bike Trail</li> <li>5 Completed the construction of the Food Park at Heritage Park</li> <li>6 Completed large landscape installation at the Animal Shelter</li> </ol>
<b>FY16 Objectives</b>	<ol style="list-style-type: none"> <li>1 Utilize Park Dedication Funds towards implementation of the 2002 Parks, Recreation, and Open Space Master Plan recommendations guide for the orderly continued development of Weatherford's Parks and Recreation system.</li> <li>2 Utilize Park Dedication Funds towards updating the current 2002 Parks, Recreation, and Open Space Master Plan.</li> <li>3 Coordinate and carry out the development of a city managed tree farm.</li> <li>4 Increase training for employees.</li> <li>5 Create new partnerships with community organizations.</li> <li>6 Continue to develop the Heritage Park master plan.</li> </ol>

## Parks & Properties

Expenditure Summary		Actual	Approved	Projected	Adopted
Category		FY14	FY15	FY15	FY16
Personnel		806,498	773,235	783,165	730,645
Supplies		207,488	186,282	163,397	194,382
Contractual		302,669	285,251	275,573	300,157
Capital Outlay		118,756	223,000	242,124	-
Total		1,435,412	1,467,768	1,464,259	1,225,183

Personnel Schedule (FTE)		Actual	Approved	Projected	Adopted
Positions	Classification	FY14	FY15	FY15	FY16
Assistant Director	26	1.00	-	-	-
Grounds Maintenance					
Supervisor	18	3.00	3.00	3.00	3.00
Crew Leader	14	1.00	1.00	1.00	1.00
Irrigation Technician	10	1.00	1.00	1.00	1.00
Light Equip. Operator	10	1.00	1.00	1.00	1.00
Athletic/Aquatics Tech	10	1.00	1.00	1.00	-
Sr Groundskeeper	8	3.00	3.00	3.00	3.00
Groundskeeper	6	4.00	4.00	4.00	4.00
Temporary Groundskeeper	6	0.50	0.50	0.50	0.50
Summer Maintenance	6	2.50	2.50	2.50	2.50
Total		18.00	17.00	17.00	16.00

Significant Budget Changes		Ongoing	One-Time
Payroll Increase		\$ 10,338	\$ -
Contribution to Fleet Fund		\$ 4,416	\$ -
Landscaping for Fire Station 3		\$ -	\$ 2,500
Maintenance/Repairs		\$ 1,500	\$ -
Safety Products		\$ 1,100	\$ -

Performance Measures	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Proj/YTD
Input				
1 Number of Facilities/Properties/ROW	89	89	162	162
2 Mowing Acreage				650
Output				
1 Maintenance Inspections Completed*		New	5,595	5,000
2 Mowing Work Orders Completed		New	542	1,000
3 Work Orders Completed		939	1,146	900
Efficiency				
1 Avg Duration of Maintenance Cycle (min)		New	12.4	12.4
2 Acreage per Employee				
Landscaped		New	42.0	42.0
Undeveloped		New	14.0	14.0
Effectiveness				
1 Citizen Satisfaction	90%	90%	90%	80%



# Recreation

**Address** 119 Palo Pinto, Weatherford, TX 76086  
**Phone Number** (817) 598-4124

**Hours of Operation** Monday to Friday, 8:00 am to 5:00 pm  
 (other times depending on special events)

**Program Description** The Recreation Division enriches lives by providing staff, facilities, and resources for a variety of leisure activities, programs, and opportunities in both structured and unstructured settings. These services are available to a broad demographic segment of the population. The division operates the municipal pool, oversees building, pavilion and ball field rentals, and coordinates recreation, athletic, and special events. The division also provides support services for various special events, First Monday Trade Days, Main Street, Chandor Gardens, and the Chamber of Commerce. Recreation division also offers and organizes staff development activities for COW employees.

**Major Division Goals**

- 1 Ensure the safety of all participants while maintaining programs and properties.
- 2 Provide a competitive feel while maintaining a family oriented atmosphere in a safe, sportsman-like environment.
- 3 Maintain quantity and quality in all program areas through fiscally responsible service.
- 4 Provide programming that meets the needs of the community as a whole.
- 5 Through social media try and Increase program participation within current facilities and budget.

**FY15 Accomplishments, YTD and Projected**

- 1 Recognized and adjusted to trends in Adult Softball by moving, modifying and adding leagues.
- 2 Worked with the Weatherford Little League Association, maintaining the User Agreement for the Ball Fields at Soldier Springs Park
- 3 Adjusted existing programs along with scheduling new programs at Cherry Park Pool to accommodate the patrons demand along with adding in new and fun ideas and programs offered to City of Weatherford residents
- 4 Overhauled the existing Cherry Park Pool employee manual to modernize it and update it to current industry standards.

<b>Expenditure Summary</b>	<b>Actual</b>	<b>Approved</b>	<b>Projected</b>	<b>Adopted</b>
Category	<b>FY14</b>	<b>FY15</b>	<b>FY15</b>	<b>FY16</b>
Personnel	334,648	389,982	385,463	494,395
Supplies	69,269	69,250	93,836	71,760
Contractual	55,508	62,908	58,887	65,218
Capital Outlay	-	-	-	-
<b>Total</b>	<b>459,425</b>	<b>522,140</b>	<b>538,186</b>	<b>631,373</b>

**FY16 Objectives**

- 1 Break down the actual costs and participation numbers of each program and activity offered, to accurately plot and track trends, in order to modify and meet for future activities.
- 2 Utilize Park Dedication fees to restore amenities, such as renovating Solider Springs and Holland Lake Ball fields, which is essential in keeping the fields up to par and allowing the community to flourish.
- 3 Find creative ways to save funds, especially when it comes to part-time staff hours worked.
- 4 Develop and provide a new activity that can be offered to the youth of the City of Weatherford.
- 5 Utilize social media and other avenues to poll and survey the community to discover available opportunities and lacking facilities.
- 6 Restructure the adult softball league to better meet the needs of a increased demand.
- 7 Create and attempt new and exciting programs to meet the demand of new activities for the community to get involved in.

<b>Personnel Schedule (FTE)</b>		<b>Actual</b>	<b>Approved</b>	<b>Projected</b>	<b>Adopted</b>
Positions	Classification	<b>FY14</b>	<b>FY15</b>	<b>FY15</b>	<b>FY16</b>
Director	36	0.50	1.00	1.00	1.00
Recreation Coordinator	18	1.00	1.00	1.00	1.00
Park Facilities Coordinator	16	1.00	1.00	1.00	1.00
Athletic/Aquatics Tech	10	-	-	-	1.00
Pool Manager	Temp	0.50	0.50	0.50	0.50
Pool Staff	Temp	0.75	0.75	0.75	0.75
Head Guard	Temp	1.00	1.00	1.00	1.00
Lifeguard/Swim Instructor	Temp	6.00	6.00	6.00	6.00
Swim Teach Coach	Temp	0.25	0.25	0.25	0.25
Special Events Coordinator	16	-	1.00	1.00	1.00
Assistant Swim Team Coach	Temp	0.25	0.25	0.25	0.25
Temp Park Facilities Asst.	9	0.50	0.50	0.50	0.50
P/T Recreation Assistant	9	0.25	0.25	0.25	0.25
<b>Total</b>		<b>12.00</b>	<b>13.50</b>	<b>13.50</b>	<b>14.50</b>

**Budgetary Issues**

For the convenience of the community registration for activities and programs is held after hours; therefore, in accordance with personnel policies, employees are no longer available to volunteer their time to assist. Overtime monies are required for

## Recreation

Significant Budget Changes		Ongoing	One-Time
	Payroll Increase	\$ 1,578	\$ 13,850
	Contractual for repairs, outdoor classes, etc.	\$ 10,000	\$ -
	Increase Part-Time Hours	\$ 5,967	\$ -
	Office Supplies/Copier Rental	\$ 2,100	\$ -
	Replace Chairs and Tables	\$ 2,000	\$ -
	Uniforms	\$ 2,000	\$ -
	Seminars	\$ 1,500	\$ -
	Travel (in conjunction with Seminars)	\$ 1,500	\$ -
	Vehicle repairs and equipment	\$ 850	\$ -
	First Aid Materials	\$ 500	\$ -

Performance Measures		FY12 Actual	FY13 Actual	FY14 Actual	FY15 Proj/YTD
Input					
1	City Population	25,350	25,900	26,940	27,000
Output					
1	Special Events Offered	6	6	6	6
2	Recreation Classes Offered	2	0	2	2
3	Cherry Park Pool Days Open	84	84	84	86
Effectiveness					
1	Special Events Attendance			New	11,480
2	Cherry Park Pool Daily Visitors	325	335	325	330

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CITY HALL



"Old" CITY HALL

First Monday  
Reservations

Planning &  
Development

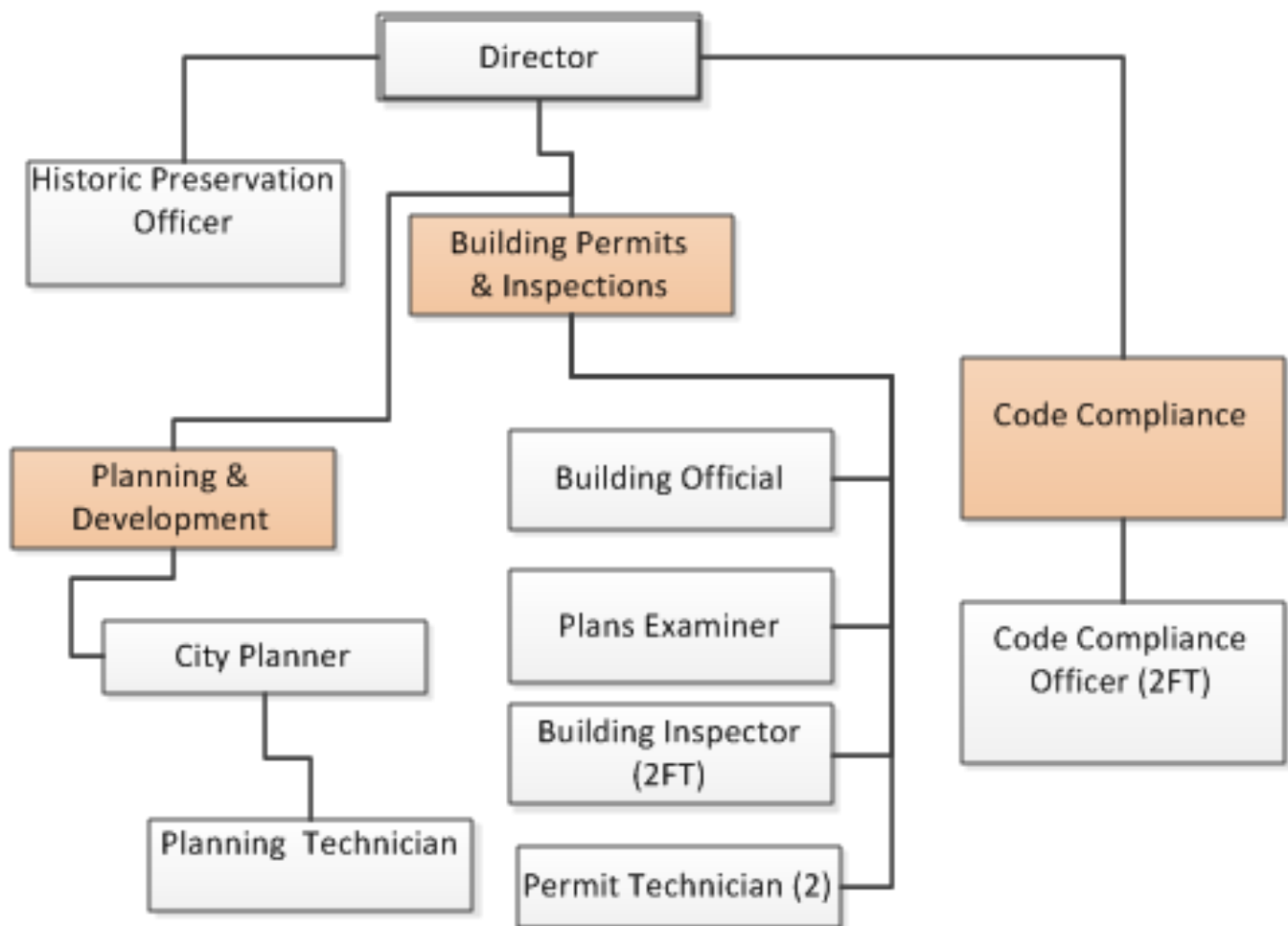
PARKS &  
RECREATION

Inspection  
Services





The Planning and Development Department facilitates building and development processes, with a focus on advocating economic vitality, safe, livable neighborhoods and preservation of Weatherford's unique cultural and historic character; advises developers, builders, and the general public regarding city ordinances and regulations; serves as a liaison for individual developers and builders to various city departments and state agencies and provides review and evaluation of development plans. Current services offered by the department can be categorized into three divisions: the Planning Division, the Building Division, and the Code Compliance Division.



## Planning & Development

**Address** 119 Palo Pinto, Weatherford, TX 76086  
**Phone Number** (817) 598-4284

**Hours of Operation** Monday to Friday, 8:00 am to 5:00 pm

**Program Description** Planning and Development Services oversees two major functions. The Planning Division is responsible for regulating land use development by implementing the policies and regulations established by the City Council and the State of Texas. Those duties include: professional planning and zoning research, providing information to the public regarding the city's Comprehensive Plan, zoning requirements, subdivision rules and development standards, and facilitating historic preservation. The Building Division ensures that commercial buildings and residential homes constructed, altered, or maintained in the City of Weatherford meet the adopted standard for building safety. Duties include commercial and residential plan review, permitting, and inspections.

**Major Division Goals**

- 1 Set goals and objectives for the city that address the needs and values of the community.
- 2 Provide regulatory authority for community through ordinances and resolutions.
- 3 Levy and assess fees that provide for program development, implementation, and service delivery to meet the city's goals and objectives.
- 4 Provide political leadership on planning and development issues in the community.

**FY15 Accomplishments, YTD and Projected**

- 1 Provide accurate, professional, and timely responses to requested information on zoning changes, subdivision and plat submittal, City code interpretation, and building plan review and inspections.
- 2 Improved processes so they are more fair, and cooperative with other departments, and in a partnership with the community.
- 3 Review and propose amendments to outdated ordinances to increase efficiency, both internally and externally.

<b>Expenditure Summary</b>	<b>Actual FY14</b>	<b>Approved FY15</b>	<b>Projected FY15</b>	<b>Adopted FY16</b>
Category				
Personnel	676,677	729,766	723,389	737,211
Supplies	13,416	44,913	46,858	21,400
Contractual	45,631	231,548	226,221	90,430
Capital Outlay	54,546	8,500	3,541	-
<b>Total</b>	<b>790,270</b>	<b>1,014,726</b>	<b>1,000,009</b>	<b>849,041</b>



**FY16 Objectives**

- 1 Continual training for new and existing certifications.
- 2 Continue with the Comprehensive Plan, including a rewrite of the Subdivision Regulations.
- 3 Implement TrakIt software expansion, ensuring that customers are provided with the most timely information regarding application submittals, plan review, inspections, and staff/board action.

**Budgetary Issues**

None.

<b>Personnel Schedule (FTE)</b>		<b>Actual</b>	<b>Approved</b>	<b>Projected</b>	<b>Adopted</b>
Positions	Classification	<b>FY14</b>	<b>FY15</b>	<b>FY15</b>	<b>FY16</b>
Director	37	1.00	1.00	1.00	1.00
Assistant Director	28	-	-	-	-
Building Official	27	1.00	1.00	1.00	1.00
City Planner	23	1.00	1.00	1.00	1.00
Plans Examiner	21	1.00	1.00	1.00	1.00
Building Inspector II/Plans Examiner	18	-	-	-	-
Building Inspector	17	2.00	2.00	2.00	2.00
Planning Technician	9	-	1.00	1.00	1.00
Administrative Secretary	9	1.00	0.50	0.50	-
Permit Technician	9	2.00	2.00	2.00	2.00
Historic Preservation/ Downtown Coordinator	21	-	0.50	0.50	0.50
<b>Total</b>		<b>9.00</b>	<b>10.00</b>	<b>10.00</b>	<b>9.50</b>

<b>Significant Budget Changes</b>	<b>Ongoing Cost</b>	<b>One-Time Cost</b>
Additional TrakIt Licenses	\$ -	\$ 20,000
Payroll Increase	\$ 13,066	\$ -
TrakIt Export	\$ -	\$ 7,500

## Planning & Development

Performance Measures		FY12 Actual	FY13 Actual	FY14 Estimated	FY15 Proj/Goal
Input					
1	Project applications	New	53	60	
2	Permit applications submitted	New	1,714	1,680	1,655
Output					
1	Meetings Attended/Managed	New	83	95	
2	Agenda Items Prepared	New	142	160	
3	Permit plan reviews performed	New	1,035	1,150	1,122
4	Permit inspections performed	New	6,579	7,344	7,797

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## Code Enforcement

<b>Address</b>	303 Palo Pinto, Weatherford, TX 76086
<b>Phone Number</b>	(817) 598-4240
<b>Hours of Operation</b>	Monday to Friday, 8:00 am to 5:00 pm
<b>Program Description</b>	Code Enforcement is responsible for preserving the quality and value of public and private property and maintaining a high standard of living by eliminating conditions that threaten the life, health, safety, and general welfare of the pub-
<b>Major Division Goals</b>	<ol style="list-style-type: none"> <li>1 Focus on complaint resolution, public safety issues, nuisance ordinances, property maintenance code, and property owner notification.</li> <li>2 Continued success with the volunteer substandard building demolition program.</li> <li>3 Continue to achieve a higher degree of involvement from citizens on achieving compliance through public awareness.</li> </ol>
<b>FY15 Accomplishments, YTD and Projected</b>	<ol style="list-style-type: none"> <li>1 Established a comprehensive code enforcement effort that fosters voluntary compliance, effects prompt correction of noted violations, and that is consistent, fair and equitable in its application.</li> <li>2 Established the volunteer demolition program for substandard structures.</li> <li>3 Created new streamlined procedures on notification of violations.</li> </ol>
<b>FY16 Objectives</b>	<ol style="list-style-type: none"> <li>1 Develop procedures that allow for easier implementation and achieve compliance with the help from citizens.</li> <li>2 Find and make available assistance programs which are available to help homeowners with violation compliance.</li> <li>3 Develop and implement a more comprehensive public awareness program on ordinance violations and compliance steps.</li> </ol>

<b>Significant Budget Changes</b>	<b>Ongoing</b>	<b>One-Time</b>
Payroll Increase	\$ 2,297	\$ -

<b>Expenditure Summary</b>		<b>Actual</b>	<b>Approved</b>	<b>Projected</b>	<b>Adopted</b>
Category		<b>FY14</b>	<b>FY15</b>	<b>FY15</b>	<b>FY16</b>
Personnel		166,149	134,148	133,716	138,096
Supplies		,837	10,400	7,359	9,900
Contractual		,027	40,700	31,706	40,684
Capital Outlay		-	-	-	-
<b>Total</b>		<b>177,013</b>	<b>185,248</b>	<b>172,780</b>	<b>188,680</b>

<b>Personnel Schedule (FTE)</b>		<b>Actual</b>	<b>Approved</b>	<b>Projected</b>	<b>Adopted</b>
Positions	Classification	<b>FY14</b>	<b>FY15</b>	<b>FY15</b>	<b>FY16</b>
Code Enforcement Officer	23	0.50	-	-	-
Code Compliance Officer	15	2.00	3.00	2.00	2.00
<b>Total</b>		<b>2.50</b>	<b>3.00</b>	<b>3.00</b>	<b>2.00</b>

<b>Performance Measures</b>		<b>FY12 Actual</b>	<b>FY13 Actual</b>	<b>FY14 Actual</b>	<b>FY15 Proj/YTD</b>
<b>Input</b>					
1	Population-Code	26,370	25,900	26,940	27,000
<b>Output</b>					
1	Cases Opened - Code	1,386	1,400	667	
2	Citations Issued - Code	70	100	4	
3	Oral Communications - Code	658	750	467	
4	Public Notifications-Code	847	900	457	
<b>Efficiency</b>					
1	Officers per 1,000 Population	0.08	0.08	0.08	
2	Cases Completed - Code	1,361	1,400	686	
<b>Effectiveness</b>					
1	Violations Brought Into Compliance	99%	100%	100%	
2	Court Summons	53	60	1	
3	Court Hearings	34	40	14	



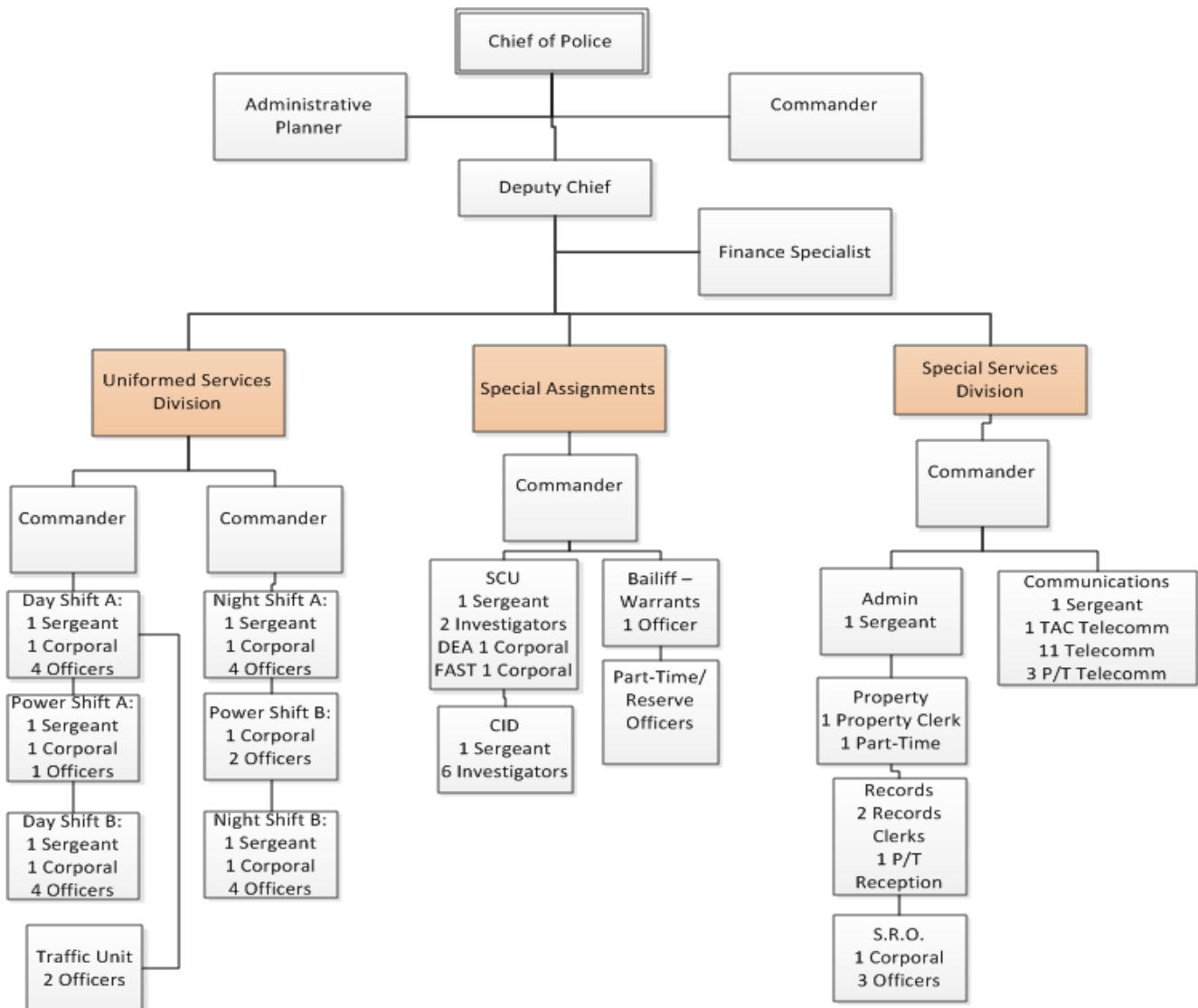




# Police Department

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The Weatherford Police Department (WPD) provides a variety of law enforcement services for the City of Weatherford. Under the direction of the Chief of Police, WPD enforces traffic laws, investigates criminal offenses, and provides a deterrent for potential criminal activity. WPD's operating budget is composed of general tax dollars. Special programs and capital purchases are financed through tax dollars, grants, and seized funds.



# Police

**Address** 801 Santa Fe, Weatherford, TX 76086  
**Phone Number** (817) 598-4310

**Hours of Operation** Monday to Friday, 8:00 am to 5:00 pm (Patrol 24/7)

**Program Description** The Weatherford Police Department is organized into three operational divisions: Uniformed Services, Special Assignments, and Support Services. Uniform Services consist of Patrol and Traffic Unit. The Special Assignments division consist of Criminal Investigations, Special Crimes Investigations, Fugitive Apprehension Team, DEA Task Force, and Court Bailiff. Support Services consist of Communications, Records, Property, and School Resource Officers.

**Major Division Goals**

- 1 Improve the quality of life for our citizens by adopting a low tolerance for criminal activity or any other activity that disturbs the well being of our citizens.
- 2 Reduce traffic accidents and traffic related complaints.
- 3 Criminal Investigations Division: to become more proficient with computer forensics and digital evidence and focus on proactive measures to reduce crime.
- 4 Records Division: to continue to create a warm and friendly environment for the citizens of Weatherford. To provide timely and accurate service to the general public, other agencies, and other divisions within our department. To continue to develop strong working relationships with all personnel within the Weatherford Police Department and to strive for excellence.
- 5 Property Division: to Increase the ability to restore property to its rightful owner or legally disposing of the property in a timely manner.
- 6 Communication Division: to become more progressive in order to provide a better service to the community.

**FY15 Accomplishments, YTD and Projected**

- 1 Re-acquired State STEP Grant and Tobacco grant to assist us with specific enforcement in areas such as underage tobacco sales, speeding, seatbelt compliance and DWI enforcement.
- 2 The Senior Records Clerk obtained her Advanced Evidence Technician Certificate.

<b>Expenditure Summary</b>	<b>Actual</b>	<b>Approved</b>	<b>Projected</b>	<b>Adopted</b>
Category	<b>FY14</b>	<b>FY15</b>	<b>FY15</b>	<b>FY16</b>
Personnel	6,556,241	6,727,931	6,710,998	7,020,977
Supplies	407,287	332,010	347,324	344,785
Contractual	276,804	303,940	282,850	512,582
Capital Outlay	84,512	180,791	120,416	-
<b>Total</b>	<b>7,324,845</b>	<b>7,544,672</b>	<b>7,461,589</b>	<b>7,878,345</b>

**Budgetary Issues** The Department budget constraints continue to restrict the ability replace an aging fleet.

**FY16 Objectives**

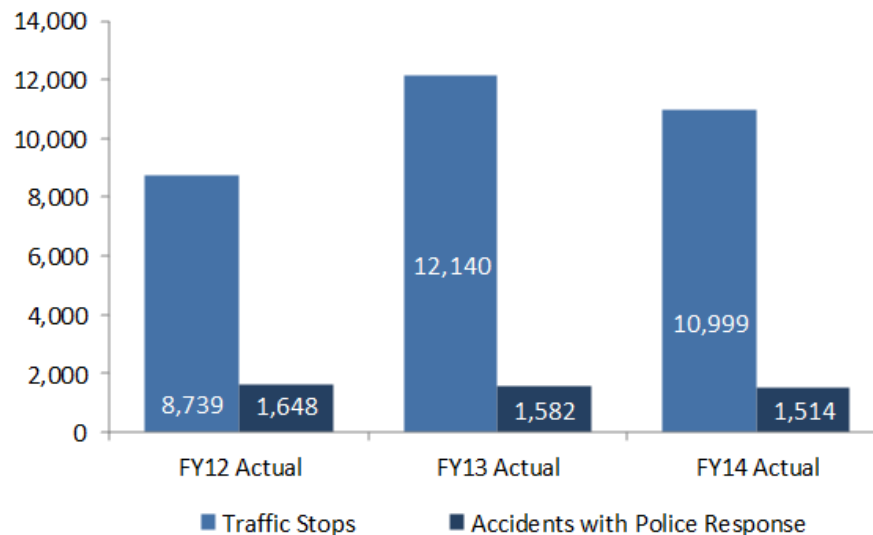
- 1 Continue to do citizen surveys and encourage online feedback through the Police Department, Facebook, and Twitter, to learn the community priorities.
- 2 Focus our patrol efforts on identifying and arresting repeat offenders, specifically targeting our two largest crime categories: theft and burglary.
- 3 Criminal Investigation Section will continue to improve and utilize network opportunities with other law enforcement agencies to increase communication.
- 4 Continue to identify specific areas of the city where there are a high number of accidents and focus enforcement in those areas.
- 5 Records division to continue to work with the area courts to implement a paperless case filing system.
- 6 Continue to implement Retention schedules for all records.
- 7 Acquire dispositions from District and County Courts.
- 8 Investigate different options to expand particular areas within the facility, and/or to make the facility more efficient for the current personnel and assignments.
- 9 School Resource Officers to implement school safety surveys, and vandalism prevention using posters/brochures to bolster school pride and the educate students.
- 10 Continue to provide in-service training to better train personnel and improve overall customer service quality.

<b>Significant Budget Changes</b>	<b>Ongoing</b>	<b>One-Time</b>
Payroll Increase	\$ 122,720	\$ -
Contribution to Fleet Fund	\$ 118,755	\$ -
Retiree Cost	\$ 6,780	\$ 111,230
City Marshall	\$ 26,440	\$ 5,000
Half of Crime Analyst (mandatory)	\$ 29,693	\$ -
Telecomms Certificate Pay	\$ 12,272	\$ -
Training (mandatory)	\$ 8,800	\$ -
Property Taxes for Vehicle CPUs (mandatory)	\$ 5,000	\$ -

## Police

Personnel Schedule (FTE)		Actual	Approved	Projected	Adopted
Positions	Classification/ Police Pay Grade	FY14	FY15	FY15	FY16
Chief of Police	38	1.00	1.00	1.00	1.00
Deputy Chief	P6	1.00	1.00	1.00	1.00
Commander	P5	-	5.00	5.00	5.00
Captain	31	2.00	-	-	-
Lieutenant	29	3.00	-	-	-
Sergeant	P4	9.00	9.00	9.00	9.00
Corporal	P3	14.00	14.00	14.00	14.00
Officer	P1/P2	29.00	27.00	27.00	27.00
P/T Police Officer	P1/P2	1.50	1.50	1.50	1.50
Bailiff	19	1.00	1.00	1.00	1.00
Special Services Planner	17	1.00	1.00	1.00	1.00
Sr Tele-communicator	15	-	-	-	-
Lead Tele-communicator	14	1.00	1.00	1.00	1.00
Tele-communicator	13	11.00	11.00	11.00	11.00
Finance Specialist	11	1.00	1.00	1.00	1.00
Property & Evidence Tech	10	2.00	2.00	2.00	2.00
P/T Property/Evidence Tech	10	0.50	0.50	0.50	0.50
Records Clerk	9	2.00	2.00	2.00	2.00
P/T Telecomms Officer	7	0.50	0.50	0.50	0.50
P/T Office Assistant	7	0.50	0.50	0.50	0.50
Total		81.00	79.00	79.00	79.00

Performance Measures		FY12 Actual	FY13 Actual	FY14 Actual	FY15 Proj/YTD
<b>Input</b>					
1	Population	26,370	25,900	26,940	27,000
2	Calls for Service	29,323	20,355	17,757	14,976 YTD / 18,250 EST
3	Self-Initiated Activity		22,812	27,005	25,974 YTD / 31,000 EST
4	Backup Officers Needed	New Measure	12,838	14,289	11,390 YTD / 13,668 EST
5	Number of 9-1-1 calls	15,779	13,811	15,676	13,749 YTD / 16,498 EST
6	Administrative Calls into Dispatch	116,841	46,592	46,098	56,091 YTD / 67,309 EST
<b>Output</b>					
1	Traffic Stops	8,739	12,140	10,999	11,500
2	Accidents with Police Response	1,648	1,582	1,514	1,320 YTD / 1,584 EST
3	Citations Issued	11,837	6,701	4,541	3,794 YTD / 4,552 EST
<b>Efficiency</b>					
1	Sworn Officers per 1000 Population	2.3	2.3	2.3	2.2
<b>Effectiveness</b>					
1	2011 Adult Arrest	1,387	1,231	1,302	1,236 YTD / 1,483 EST
2	2011 Juvenile Arrest	132	129	79	81 YTD / 97 EST
3	Part I UCR Violent Crime	72	19	40	48 YTD / 57 EST
4	Part I UCR Property Crime	710	660	698	561 YTD / 673 EST



## Federal Stimulus Grant

Originally received in 2010, these funds have been used to purchase equipment including wireless microphones, night vision goggles, throat microphones, and laptop computers.

<b>Expenditure Summary</b>		<b>Actual</b>	<b>Approved</b>	<b>Projected</b>	<b>Adopted</b>
Category		<b>FY14</b>	<b>FY15</b>	<b>FY15</b>	<b>FY16</b>
Personnel		-	-	-	-
Supplies		-	-	-	-
Contractual		-	-	-	-
Capital Outlay		-	-	-	-
<b>Total</b>		-	-	-	-

<b>Personnel Schedule (FTE)</b>		<b>Actual</b>	<b>Approved</b>	<b>Projected</b>	<b>Adopted</b>
Positions	Classification	<b>FY14</b>	<b>FY15</b>	<b>FY15</b>	<b>FY16</b>
None					
<b>Total</b>		-	-	-	-

<b>Significant Budget Changes</b>		<b>Ongoing</b>	<b>One-Time</b>
None			

### Performance Measures

None



## LEOSE Police Department

The Law Enforcement Officer Standards and Education (LEOSE) fund is money allocated as a result of the Texas Occupation Code to provide funding for a full-time officer's continuing education requirements. This money is strictly for law enforcement training and education. In 2010, the Texas Legislature ended this funding source.

<b>Expenditure Summary</b>		<b>Actual</b>	<b>Approved</b>	<b>Projected</b>	<b>Adopted</b>
Category		<b>FY14</b>	<b>FY15</b>	<b>FY15</b>	<b>FY16</b>
Personnel		-	-	-	-
Supplies		-	-	-	-
Contractual		3,672	-	-	-
Capital Outlay		-	-	-	-
<b>Total</b>		<b>3,672</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Personnel Schedule (FTE)</b>		<b>Actual</b>	<b>Approved</b>	<b>Projected</b>	<b>Adopted</b>
Positions	Classification	<b>FY14</b>	<b>FY15</b>	<b>FY15</b>	<b>FY16</b>
None					
<b>Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Significant Budget Changes</b>		<b>Ongoing</b>	<b>One-Time</b>
None			

<b>Performance Measures</b>	
None	

## Tobacco Compliance Grant

This funding is utilized to pay overtime salaries for officers in order to conduct tobacco compliance inspections and investigations utilizing minor decoys. Funding may also be utilized for tobacco purchases when conducting investigations and to provide lunches/snacks for the minor decoys.

Expenditure Summary		Actual FY14	Approved FY15	Projected FY15	Adopted FY16
Category					
Personnel		-	-	-	-
Supplies		19	3,225	-	3,225
Contractual		14	-	-	-
Capital Outlay		-	-	-	-
Total		33	3,225	-	3,225

Personnel Schedule (FTE)		Actual FY14	Approved FY15	Projected FY15	Adopted FY16
Positions	Classification				
None					
Total		-	-	-	-

Significant Budget Changes	Ongoing	One-Time
None		

Performance Measures
None

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CITY OF WEATHERFORD

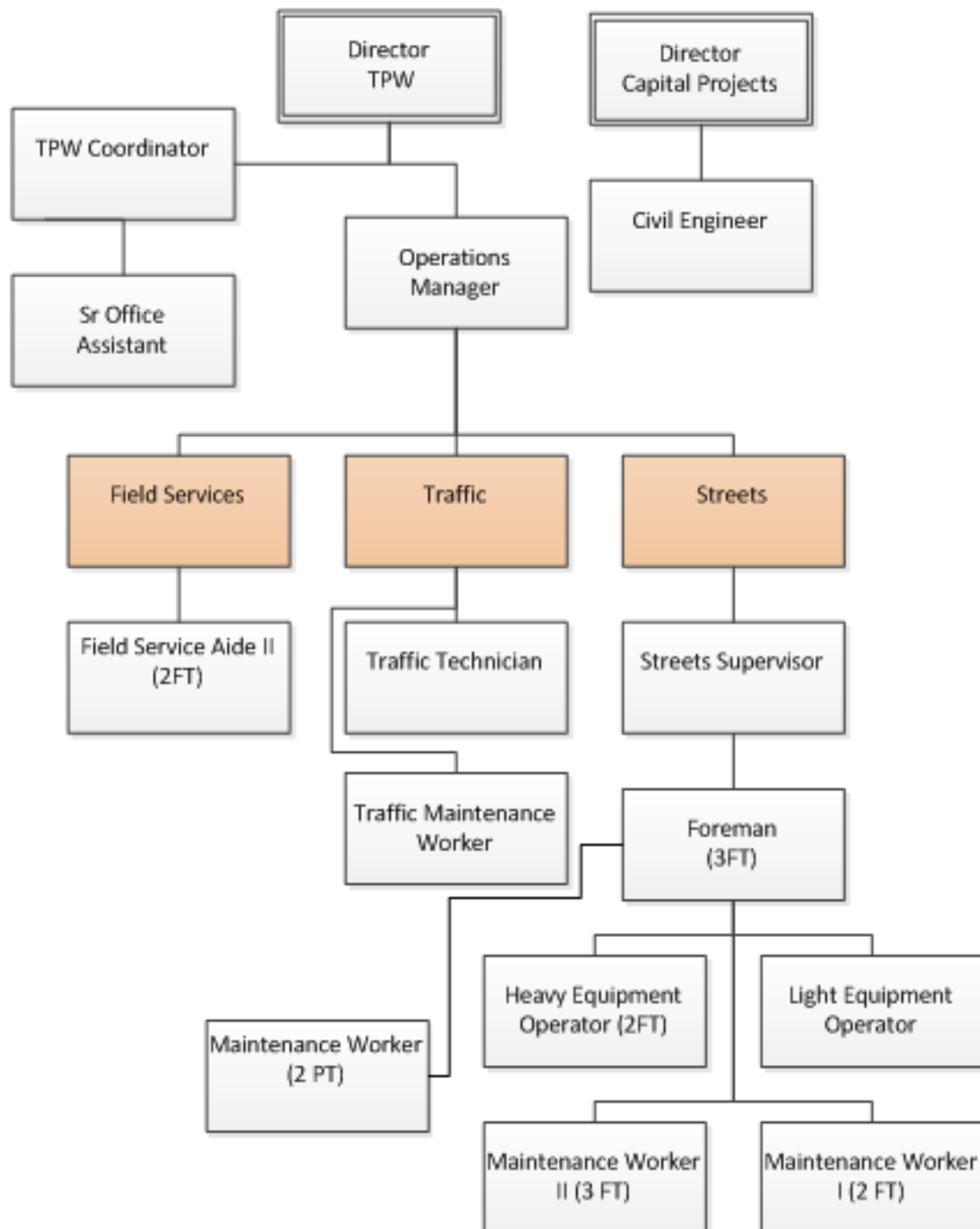


STREETS

www.weatherford.net



Transportation and Public Works oversees TPW Administration, Field Services, Traffic, Streets, and Capital Improvement Projects. Each division has specific areas of expertise that relates to each of the other divisions in unique ways. Administration oversees all department operations. Field Services provides inspection and surveying services. Traffic monitors and maintains all traffic control devices on city streets. Streets provides preventive maintenance and reconstruction of city streets, mows city rights-of-way, and maintains the drainage system.



# Transportation & Public Works Administration

<b>Address</b>	802 E Oak, Weatherford, TX 76086
<b>Phone Number</b>	(817) 598-4245
<b>Hours of Operation</b>	Monday to Friday, 8:00 am to 5:00 pm
<b>Program Description</b>	TPW Administration coordinates the efforts of all divisions into a useful tool that is designed to meet the community's need for a well-planned transportation system.
<b>Major Division Goals</b>	<ol style="list-style-type: none"> <li>1 Develop a strategy for promoting and directing growth to correlate with the city's comprehensive thoroughfare plan.</li> <li>2 Coordinate development of a transportation capital improvement program.</li> </ol>
<b>FY15 Accomplishments, YTD and Projected</b>	<ol style="list-style-type: none"> <li>1 Updated the City's street pavement condition through our GIS and work order system.</li> <li>2 Continued developing a strategic preventative maintenance program.</li> <li>3 Implemented new work order software system.</li> </ol>
<b>FY16 Objectives</b>	<ol style="list-style-type: none"> <li>1 Continue converting work order system to enhance efficiency.</li> <li>2 Continue utilizing Pavement Management System to strategically evaluate the city's street system in order to spend funds appropriately.</li> <li>3 Create a 5-10 year street rehabilitation plan.</li> <li>4 Create a 5-10 year street preventative rehabilitation plan.</li> </ol>
<b>Budgetary Issues</b>	In order to effectively utilize Pavement Management System program and Car-tegraph software, additional staff is needed for data entry. Current staff work-load is at its peak.

<b>Expenditure Summary</b>	<b>Actual FY14</b>	<b>Approved FY15</b>	<b>Projected FY15</b>	<b>Adopted FY16</b>
Category				
Personnel	336,394	345,211	349,194	429,435
Supplies	4,686	7,950	5,495	7,950
Contractual	34,551	47,912	62,090	52,664
Capital Outlay	-	-	-	-
<b>Total</b>	<b>375,631</b>	<b>401,073</b>	<b>416,779</b>	<b>490,049</b>



Personnel Schedule (FTE)		Actual	Approved	Projected	Adopted
Positions	Classification	FY14	FY15	FY15	FY16
Director, TPW	37	1.00	1.00	1.00	1.00
Director, Capital Projects	36	1.00	0.50	0.50	1.00
Civil Engineer	35	0.50	0.50	0.50	0.50
Operations Manager	26	-	-	-	-
TPW Coordinator	12	1.00	1.00	1.00	1.00
Sr Office Assistant	9	1.00	1.00	1.00	1.00
Total		4.50	4.00	4.00	4.50

Significant Budget Changes		Ongoing	One-Time
One-Time Salary		\$ -	62,000
Payroll Increase		\$ 6,404	-

Performance Measures		FY12 Actual	FY13 Actual	FY14 Actual	FY15 Proj/YTD
Input					
1	CRM requests entered	188	197	201	220
2	Permits entered	300	286	290	310
3	Work orders entered	1,082	1,390	1,500	1,900
Output					
1	CRM requests closed	183	196	220	210
2	Permits issued	289	276	280	290
3	Work orders closed	1,076	1,360	1,490	1,900
Efficiency					
1	Requests answered within 5 days	98%	99%	99%	99%
2	Permit reviews	90%	98%	100%	100%
3	Cartegraph data entry	85%	90%	99%	99%
Effectiveness					
1	Requests resolved	97%	98%	99%	99%
2	Payables quality control	97%	99%	99%	99%

## Field Services

<b>Address</b>	802 E Oak, Weatherford, TX 76086
<b>Phone Number</b>	(817) 598-4245
<b>Hours of Operation</b>	Monday to Friday, 8:00 am to 5:00 pm
<b>Program Description</b>	Field Services provides survey services for design needs of construction projects within the city's rights-of-way, as well as inspection and testing services on right-of-way excavation and capital road projects.
<b>Major Division Goals</b>	<ol style="list-style-type: none"> <li>1 Provide surveying and engineering services for construction activities within rights-of-way.</li> <li>2 Ensure all construction within rights-of-way meets minimum development standards.</li> <li>3 Minimize damage to existing city assets by increased inspection of construction within streets using "Street Cut Policy" ordinance and standards.</li> </ol>
<b>FY15 Accomplishments, YTD and Projected</b>	<ol style="list-style-type: none"> <li>1 Designed and surveyed 18 projects as part of the street rehabilitation program.</li> <li>2 Continued providing inspections for Pass Through Toll Capital Project.</li> <li>3 Outsourced a contract inspector to assist division in new development inspections.</li> </ol>
<b>FY16 Objectives</b>	<ol style="list-style-type: none"> <li>1 Continue providing timely inspections on Pass Through Financing projects.</li> <li>2 Provide quality control and surveying assistance to Street Rehabilitation projects.</li> <li>3 Provide timely inspections to contractors by outsourcing contract inspections.</li> </ol>

<b>Expenditure Summary</b>	<b>Actual</b>	<b>Approved</b>	<b>Projected</b>	<b>Adopted</b>
	<b>FY14</b>	<b>FY15</b>	<b>FY15</b>	<b>FY16</b>
Category				
Personnel	112,165	113,037	113,407	114,749
Supplies	16,391	11,951	8,656	11,551
Contractual	16,472	53,617	52,854	11,006
Capital Outlay	9,150	-	-	-
<b>Total</b>	<b>154,178</b>	<b>178,605</b>	<b>174,917</b>	<b>137,307</b>

Personnel Schedule (FTE)		Actual	Approved	Projected	Proposed
Positions	Classification	FY14	FY15	FY15	FY16
Field Service Aide II	16	2.00	2.00	2.00	2.00
Total		2.00	2.00	2.00	2.00

Significant Budget Changes	Ongoing	One-Time
Payroll Increase	\$ 1,970	\$ -

Performance Measures	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Proj/YTD
Input				
1 Employees	2	2	2	2
2 Inspection Requests	850	900	950	1,000
3 Survey Requests	175	150	125	120
Output				
1 Construction - # of Private Developments	100	70	60	130
2 Construction - # of CIP Inspections	450	600	650	600
3 Construction- # of City R.O.W. Inspections	300	280	250	260
4 # of surveys & CAD requests/ performed	175	200	220	210
5 # of traffic study reports completed	13	30	32	40
Efficiency				
1 Inspections Completed within 24 hours	100%	100%	100%	100%
2 Surveys Completed on schedule	100%	100%	100%	100%
Effectiveness				
1 Inspections Completed to allow work to continue	100%	100%	100%	100%
2 Survey completed to allow construction starts	100%	100%	100%	100%

# Traffic

<b>Address</b>	802 E Oak, Weatherford, TX 76086
<b>Phone Number</b>	(817) 598-4147
<b>Hours of Operation</b>	Monday to Friday, 7:00 am to 4:00 pm
<b>Program Description</b>	The Traffic Division is responsible for assessing short and long-term traffic flow needs by constantly monitoring traffic volumes. Proper installation, repair, and maintenance of all traffic control devices are also under the division's direction. The increased traffic volumes within the city make this division and its functions critical to the city's economic vitality and the quality of life for citizens.
<b>Major Division Goals</b>	<ol style="list-style-type: none"> <li>1 Implement a traffic control program.</li> <li>2 Develop guidelines for assessment of traffic impacts.</li> <li>3 Implement level of service rating for all city streets.</li> <li>4 Upgrade city traffic signs to meet Federal and State regulations.</li> </ol>
<b>FY15 Accomplishments, YTD and Projected</b>	<ol style="list-style-type: none"> <li>1 Successfully upgraded the city's street name signs to meet MUTCD Compliance program.</li> <li>2 Completed an overall survey of all city-owned signs.</li> <li>3 Successfully integrated all school flashers to be monitored and programmed from a central location.</li> </ol>
<b>FY16 Objectives</b>	<ol style="list-style-type: none"> <li>1 Continue implementing 5-year MUTCD Compliance program.</li> <li>2 Utilize Cartegraph software to streamline work order.</li> <li>3 Update all traffic signs with new Cartegraph software system.</li> <li>4 Continue rehabilitating our street pavement markings.</li> </ol>

<b>Expenditure Summary</b>	<b>Actual FY14</b>	<b>Approved FY15</b>	<b>Projected FY15</b>	<b>Adopted FY16</b>
Category				
Personnel	97,966	100,271	101,349	100,178
Supplies	102,907	80,135	79,354	80,135
Contractual	3,420	4,840	3,285	4,800
Capital Outlay	-	-	-	-
<b>Total</b>	<b>204,293</b>	<b>185,246</b>	<b>183,989</b>	<b>185,113</b>

Personnel Schedule (FTE)		Actual	Approved	Projected	Adopted
Positions	Classification	FY14	FY15	FY15	FY16
Traffic Technician	9	1.00	1.00	1.00	1.00
Traffic Maintenance Worker	6	1.00	1.00	1.00	1.00
Total		2.00	2.00	2.00	2.00

Significant Budget Changes		Ongoing	One-Time
Payroll Increase		\$ 1,686	\$ -

Performance Measures		FY12 Actual	FY13 Actual	FY14 Actual	FY15 Proj/YTD
Input					
1	CRM's for sign maintenance	68	57	65	65
2	Traffic control requests	115	90	100	100
Output					
1	Sign manufacture/placement	2,200	2,300	2,300	2,300
3	Pavement markings/buttons installed (ft.)	1,600	4,800	2,500	2,500
4	Traffic counts collected	13	28	30	30
5	Traffic control (hours)	145	73	85	85
Efficiency					
1	Operations cost per sign manufacture/ placement	N/A	55.00	58.00	58.00
2	Operations cost per foot for pavement markings	N/A	0.55	0.57	0.65
3	% of CRM issues completed within 36 hours	95%	95%	95%	95%
4	% of signs replaced on schedule	95%	95%	95%	95%
5	% of pavement markings placed on sched- ule	100%	100%	100%	100%
6	% of traffic counts placed on schedule	99%	95%	100%	100%
7	% of traffic control placed on schedule	100%	100%	100%	100%

# Streets

<b>Address</b>	802 E Oak, Weatherford, TX 76086
<b>Phone Number</b>	(817) 598-4216
<b>Hours of Operation</b>	Monday to Friday, 7:00 am to 4:00 pm
<b>Program Description</b>	The Street Maintenance Division is responsible for the maintenance of all paved and unpaved streets and city-owned parking lots. Activities include major and minor construction and re-construction of streets by stabilizing and paving with hot mix, cold mix, or penetration services. Other activities include crack sealing, repairing pot holes and minor street failures, street sweeping, R.O.W. mowing and tree trimming, maintaining gutters and street shoulders, and repairing utility cuts.
<b>Major Division Goals</b>	<ol style="list-style-type: none"> <li>1 Protect the investment in public streets through adequate repair to assure maximum street life of 20 years for asphalt streets.</li> <li>2 Ensure public safety for all who drive on city streets.</li> <li>3 Provide assistance to departments and divisions in an as needed capacity for sawing, parking lot construction, grading, and bomaging.</li> <li>4 Reconstruct estate type roads to meet city standards and reconstruct city urban roads through recycling or complete rebuilding.</li> <li>5 Assist the public with special projects, such as the Peach Festival, Sheriff's Posse Rodeo Parade, Christmas Parade, Cancer Walk-a-thon, miscellaneous street closures for merchants and neighborhoods.</li> </ol>
<b>FY15 Accomplishments, YTD and Projected</b>	<ol style="list-style-type: none"> <li>1 Rehabilitated approximately 3.5 miles of City streets through department Neighborhood Rehabilitation Program.</li> <li>2 Installed approximately 500 linear feet of storm drainage system on three different projects in town.</li> <li>3 Micro surfaced approximately 1.5 miles of roadway.</li> </ol>
<b>FY16 Objectives</b>	<ol style="list-style-type: none"> <li>1 Continue Five Year Street Rehabilitation Program.</li> <li>2 Utilize Cartegraph software system to streamline work orders</li> <li>3 Update five-year preventative maintenance program.</li> </ol>
<b>Budgetary Issues</b>	Continually escalating workload significantly limits the effectiveness and productivity of the department. The city's street systems continue to deteriorate at a much faster rate each year. More funding is needed to keep up with this rate.



<b>Expenditure Summary</b>		<b>Actual</b>	<b>Approved</b>	<b>Projected</b>	<b>Adopted</b>
Category		<b>FY14</b>	<b>FY15</b>	<b>FY15</b>	<b>FY16</b>
Personnel		692,511	739,669	720,820	823,279
Supplies		847,953	1,109,341	1,178,575	1,106,580
Contractual		709,859	1,003,315	882,157	837,996
Capital Outlay		360,734	121,615	128,604	16,671
<b>Total</b>		<b>2,611,057</b>	<b>2,973,940</b>	<b>2,910,157</b>	<b>2,784,525</b>

<b>Personnel Schedule (FTE)</b>		<b>Actual</b>	<b>Approved</b>	<b>Projected</b>	<b>Adopted</b>
Positions	Classification	<b>FY14</b>	<b>FY15</b>	<b>FY15</b>	<b>FY16</b>
Street Supervisor	22	1.00	1.00	1.00	1.00
Foreman	14	3.00	3.00	3.00	3.00
Heavy Equipment Operator	12	2.00	2.00	2.00	2.00
Light Equipment Operator	11	1.00	1.00	1.00	1.00
Maintenance Worker II	9	2.00	2.00	2.00	2.00
Maintenance Worker I	7	2.00	3.00	3.00	3.00
Maintenance Worker (Part-Time)	7	-	-	-	1.00
<b>Total</b>		<b>11.00</b>	<b>12.00</b>	<b>12.00</b>	<b>13.00</b>

<b>Significant Budget Changes</b>		<b>Ongoing</b>	<b>One-Time</b>
Retiree Cost		\$ 6,780	\$ 45,385
Contribution to Fleet Fund		\$ 46,734	\$ -
Two Summer Traffic Maintenance Workers		\$ 22,807	\$ -
Increase in Concrete Prices		\$ 20,000	\$ -
Pavement Markings increase		\$ 20,000	\$ -
Traffic Sign Plotter		\$ -	\$ 16,671
Payroll Increase		\$ 12,526	\$ -

## Streets

**Performance****Measures****FY12 Actual FY13 Actual FY14 Actual FY15 Proj/YTD**

## Input

	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Proj/YTD
1 Citizen service requests	N/A	N/A	121	121

## Output

1 Square yards of HMAC streets rehabilitated	230,000	245,000	260,000	265,000
2 Number of asphalt failures (including pot holes) repaired	6,480	6,500	6,000	6,500
3 Linear feet of preventive maintenance (including crack sealing)	70,000	65,000	80,000	70,000
4 Total acres R.O.W. mowing	190	250	260	260
5 Lane miles of streets swept/brush cleared	3,600	3,900	3,000	3,000
6 Linear feet of storm drainage improvements	360	500	600	300

## Efficiency

1 Average cost per square yard of street rehabilitation	\$32	\$35	\$35	\$35
2 Average cost per location to repair asphalt failures	\$9	\$10	\$10	\$10
3 Average cost for preventive maintenance per linear feet	\$0.16	\$0.18	\$0.18	\$0.18
4 Average cost for sweeping streets/ brush pick-up per truck load	\$172	\$180	\$180	\$180
5 Average cost per linear feet for Storm Drainage Improvements	\$55	\$60	\$62	\$62

## Effectiveness

1 % of street rehabilitated on schedule	100%	100%	100%	100%
2 % of asphalt failures repaired within 36hrs from notice	90%	90%	90%	90%
3 % # of citizen satisfaction	95%	99%	99%	99%
4 % of R.O.W. mowed on schedule	95%	95%	95%	95%

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**Solid Waste Fund**





**The Solid Waste Fund is an enterprise fund used to account for the business-type activity of sanitation collection. This fund is accounted for on the modified-accrual basis of accounting. Revenues are recorded when available and measurable, and expenses are recorded when the liability is incurred.**

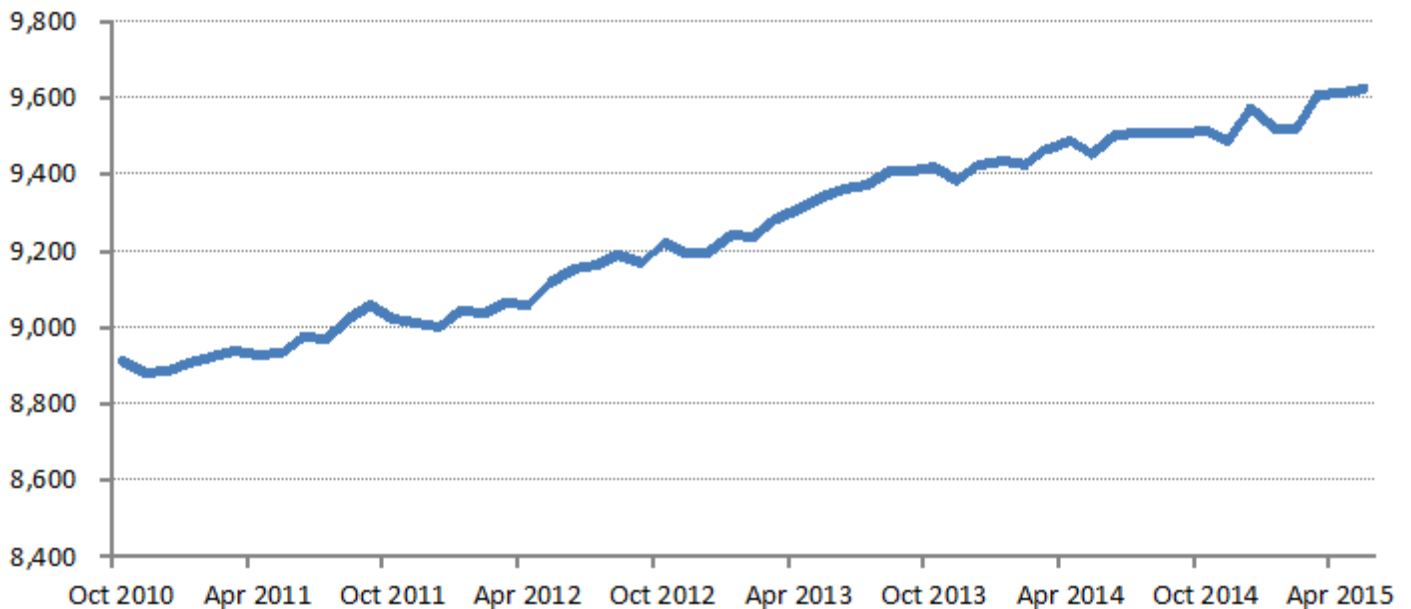
## FY16 Operations Breakdown

	Ongoing	One-Time	Total
Revenue	2,227,239	550,000	2,777,239
Expenses	2,186,090	550,000	2,736,090
<b>Over/(Under)</b>	41,149	-	41,149

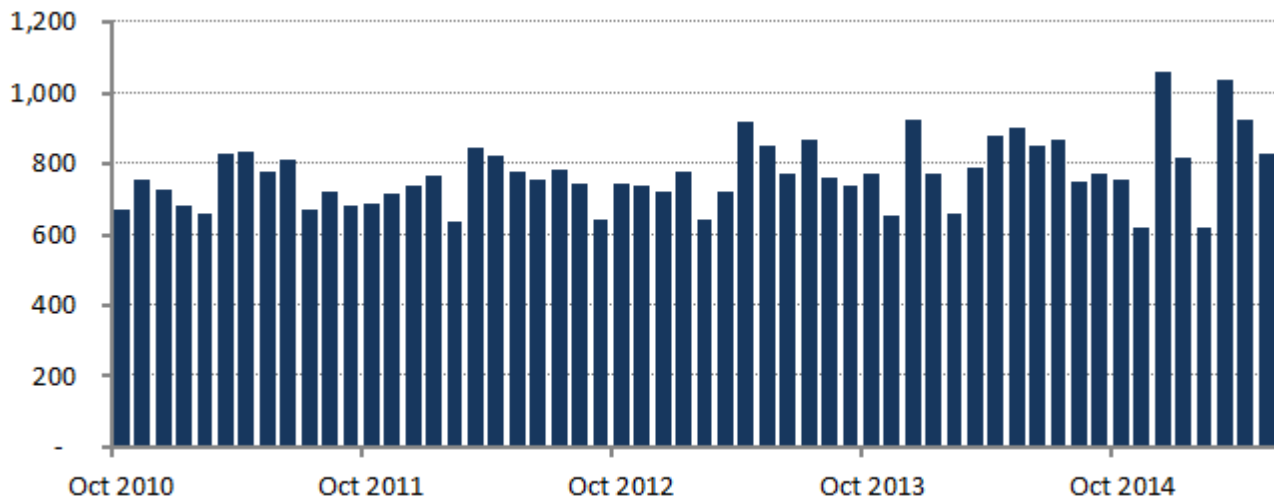


## Historical Monthly Sanitation Customers

The following chart shows the average number of monthly customers by quarter since FY09. The customer base for basic trash collection services has increased 7% during this time period, growing from 8,730 in October 2008 to 9,505 in June 2014. In FY10, the city began offering curbside recycling services. Within three months, more than 700 customers had signed up. As of June 2014, that number had grown to 1,354, or about 14% of the sanitation customer base.

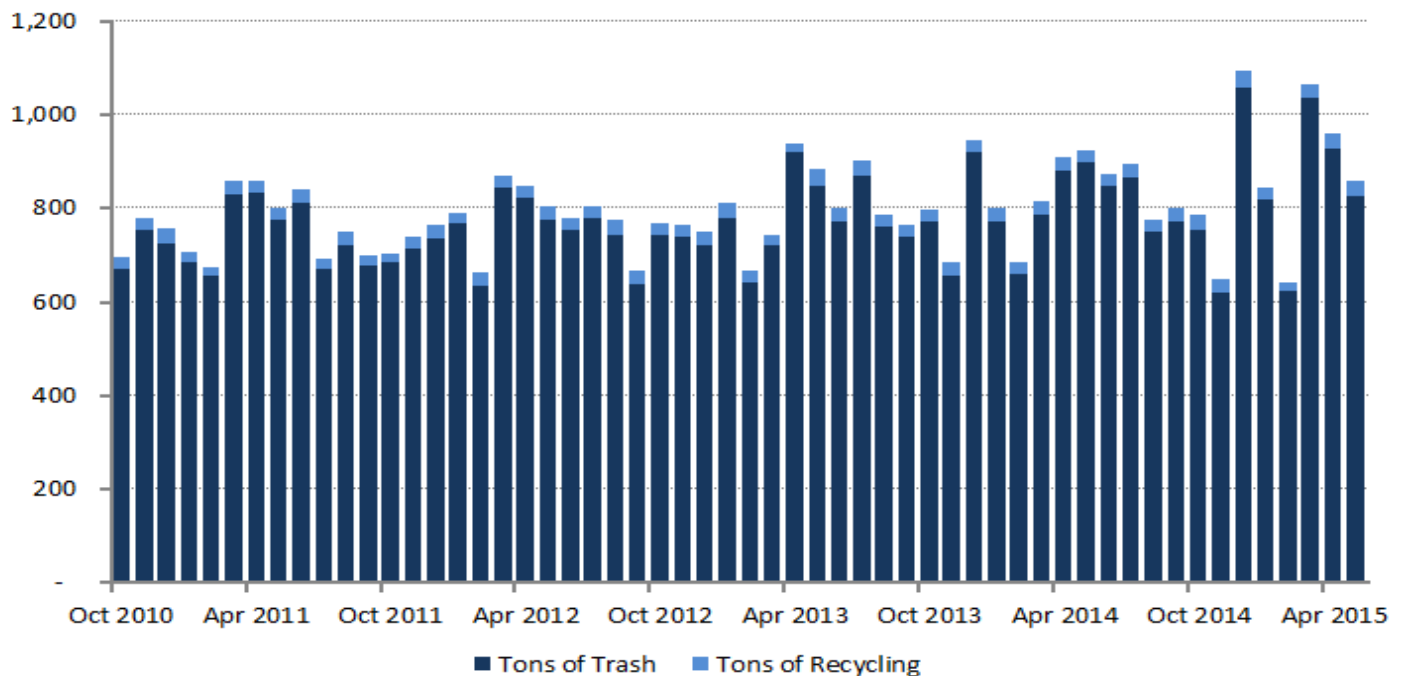


## Historical Tonnage Collected (Sanitation)



## Historical Trash Collected and Recycled (Tons)

The following chart shows the average monthly tonnage collected by quarter since FY09. It shows the impact of the curbside recycling program initiated in FY10, in that although the number of sanitation customers increased 7% over this period, the 12-month rolling average of solid waste collection increased by 3%. Average monthly tonnage recycled began at 12 and increased to 27 in Q3 of 2014.



## Solid Waste Fund - Non Departmental

### Non Departmental (905)

Non-Departmental is used for non-operational expenses including transfers.

<b>Expenditure Summary</b>	<b>Actual FY14</b>	<b>Approved FY15</b>	<b>Projected FY15</b>	<b>Adopted FY16</b>
Category				
Personnel	-	-	-	-
Supplies	-	-	-	-
Contractual	1,378,729	1,460,015	1,403,328	1,491,490
Capital Outlay	-	-	-	-
Total	1,378,729	1,460,015	1,403,328	1,491,490

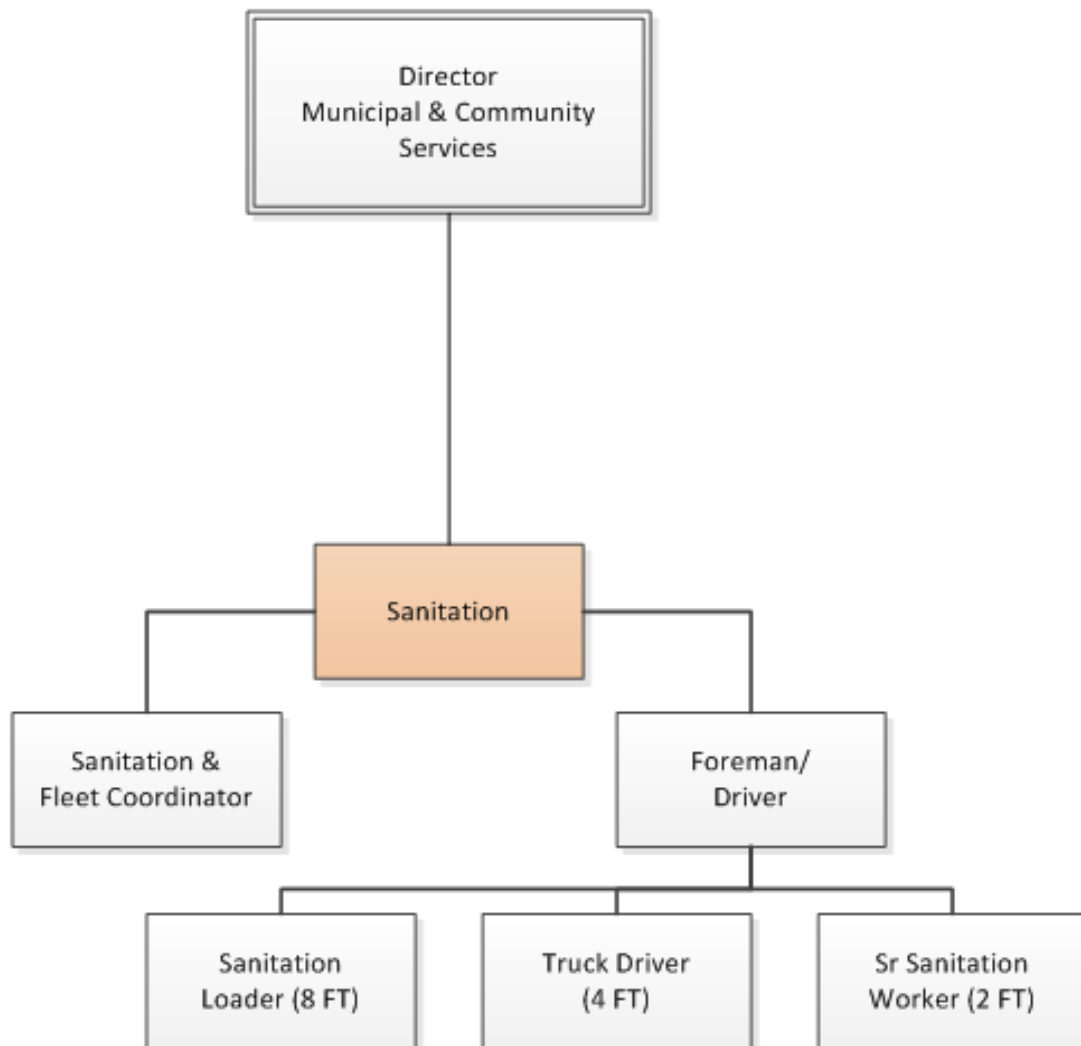
# Municipal & Community Services

## Solid Waste Fund

### Municipal & Community Services

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The Municipal & Community Services Department provides a wide variety of services for the public and for other City departments. The main programs in this department are Code Enforcement and Fleet Maintenance in the General Fund, and Sanitation in the Solid Waste Fund.



<b>Address</b>	612 Fort Worth Highway, Weatherford, TX 76086
<b>Phone Number</b>	(817) 598-4145
<b>Hours of Operation</b>	Monday to Friday, 7:00 am to 4:00 pm
<b>Program Description</b>	To ensure a clean and healthy environment for the City of Weatherford residents, Solid Waste provides curbside collection on a twice weekly basis for each resident and on a "as needed basis" for commercial customers. In addition, the Solid Waste department supports various organizations throughout the City such as Peach Festival, Christmas on the Square, carnivals, First Monday Trade Days and various activities provided to residents and visitors alike. Solid Waste also promotes a Waste Reduction Program by providing a voluntary Recycle Program where residents may recycle paper, various metals, cardboard and plastics to further ensure a positive stewardship of the environment. Finally to further assist our customers, Brush and Bulk collection consists of brush and bulk collections on a four week schedule from our customers residence.
<b>Major Division Goals</b>	<ol style="list-style-type: none"> <li>1 Provide curbside solid waste collection services to the residents and commercial firms of Weatherford to ensure a clean and healthy environment.</li> <li>2 Contribute to the cleanliness of the City and enhance community awareness.</li> <li>3 Encourage waste minimization and recycling of solid waste.</li> </ol>
<b>FY15 Accomplishments</b>	<ol style="list-style-type: none"> <li>1 By promoting a Waste Reduction Program, Solid Waste successfully increased the residential curbside recycling program to 15% participation, up 2% from FY 2013; therefore reducing solid waste being shipped to the landfill.</li> <li>2 Utilized the blackboard communication system to inform customers of holidays and other scheduling issues that pertains to Solid Waste.</li> </ol>
<b>FY16 Objectives</b>	<ol style="list-style-type: none"> <li>1 Continue to promote a Waste Reduction Program by offering a one time incentive on recycling cart fees to reach more recycling customers. Provide outstanding customer service to our city and commercial customers. In addition, to welcome, assist and serve any prospective customers searching for information about our city.</li> <li>2 Promote the City of Weatherford House Hold Hazardous Waste program to encourage residents to utilize this resource and reduce the risk of contaminating the landfill.</li> <li>3</li> </ol>
<b>Budgetary Issues</b>	None at this time.

## Sanitation Collection

<b>Expenditure Summary</b>		<b>Actual</b>	<b>Approved</b>	<b>Projected</b>	<b>Adopted</b>
Category		<b>FY14</b>	<b>FY15</b>	<b>FY15</b>	<b>FY16</b>
Personnel		785,823	766,221	828,859	896,400
Supplies		311,742	300,800	269,372	309,200
Contractual		20,662	39,000	30,474	39,000
Capital Outlay		279,716	196,000	198,769	-
<b>Total</b>		<b>1,397,943</b>	<b>1,302,021</b>	<b>1,327,474</b>	<b>1,244,600</b>

<b>Personnel Schedule (FTE)</b>		<b>Actual</b>	<b>Approved</b>	<b>Projected</b>	<b>Adopted</b>
Positions	Classification	<b>FY14</b>	<b>FY15</b>	<b>FY15</b>	<b>FY16</b>
MACS Director	36	1.00	0.50	0.50	1.00
Foreman	14	1.00	1.00	1.00	1.00
Sanitation/Fleet Coordinator	13	1.00	1.00	1.00	1.00
Truck Driver	11	4.00	4.00	4.00	4.00
Sr Sanitation Worker	8	2.00	2.00	2.00	2.00
Sanitation Worker	6	8.00	8.00	8.00	8.00
<b>Total</b>		<b>17.00</b>	<b>16.50</b>	<b>16.50</b>	<b>17.00</b>



Performance Measures		FY12	FY13	FY14
Input				
1	Citizen service request completed	3,341	2,942	2,786
2	Programmed pickup (residential pickups)	9,060	9,166	9,185
3	Programmed curbside recycling pick ups	1,103	1,288	1,388
Output				
1	Citizen service requests completed	3,341	2,942	2,786
Efficiency				
1	Total tons of household garbage picked up	8,706	9,239	9,319
2	Total tons of bulk debris picked up (programmed)	1,668	1,733	1,606
3	Total tons of Recycling Diverted from the landfill	340	325	378
4	Total landfill disposal fee avoided	5,243	5,785	5,824
Effectiveness				
1	Citizen satisfaction	98%	98%	98%
2	Programmed pickup completed within scheduled cycle	98%	98%	98%
3	Programmed pickup bulk debris within programmed cycle	100%	100%	100%



**The courthouse is the centerpiece of Weatherford's historic downtown, which offers a variety of shopping and restaurants.**



## **Other Funds**





**Special revenue funds are used to account for specific revenues that are legally restricted to expenditures for particular purposes. These funds are accounted for on the modified-accrual basis of accounting. Revenues are recorded when available and measurable, and expenditures are recorded when the liability is incurred.**



## Hotel Motel Tax Fund (13)

This fund is used to account for the City's hotel/motel occupancy tax that is legally restricted by state law for use in convention center facilities, promotion of tourism, encouragement and promotion of the arts, and historical restoration or preservation per Weatherford Code of Ordinances Article 5 Chapter 6 (Ordinance 3-76) as allowed by Texas Tax Code Chapter 351.

	Actual FY13	Actual FY14	Approved FY15	Projected FY15	Adopted FY16
<b>Beginning Fund Balance</b>	<b>632,502</b>	<b>667,257</b>	<b>759,217</b>	<b>759,217</b>	<b>802,271</b>
<u>Revenues</u>					
113 - Hotel/Motel Tax	659,759	676,407	650,000	689,935	689,935
601 - Interest Income	489	202	500	500	500
Other	-	-	-	2,756	-
<b>Total Revenues</b>	<b>660,248</b>	<b>676,609</b>	<b>650,500</b>	<b>693,191</b>	<b>690,435</b>
<u>Expenditures</u>					
Main Street Program	92,364	64,101	40,720	39,920	63,443
Tourism & Promotion	-	-	-	-	-
Special Events	-	21,874.00	55,572	55,633	80,572
Professional Services	11,115	23,042	15,600	15,600	30,600
Other Improvements	-	-	-	-	-
Chamber of Commerce*	121,400	114,529	146,400	146,400	131,400
Doss Historical & Cultural Center*	21,700	13,471	30,000	30,000	30,000
Transfer to Chandor Gardens	235,359	215,000	234,147	234,147	318,344
Chandor Gardens Debt Service	143,555	132,632	128,437	128,437	128,437
<b>Total Expenditures</b>	<b>625,493</b>	<b>584,649</b>	<b>650,876</b>	<b>650,137</b>	<b>782,796</b>
Over/(Under)	34,755	91,960	(376)	43,054	(92,361)
<b>Ending Fund Balance</b>	<b>667,257</b>	<b>759,217</b>	<b>758,841</b>	<b>802,271</b>	<b>709,911</b>

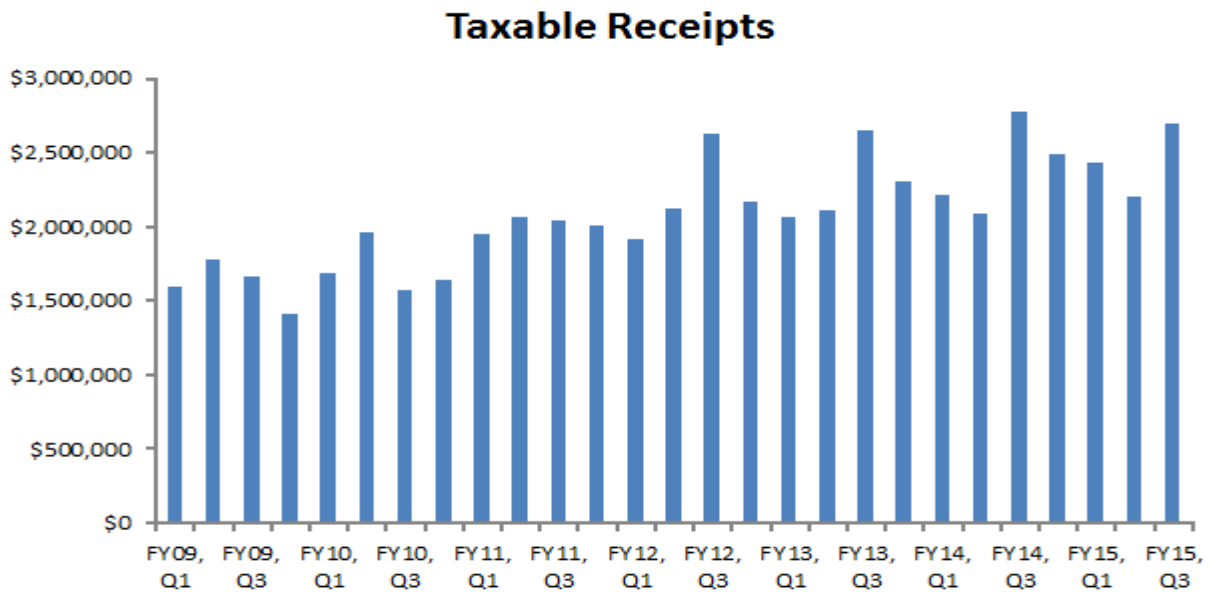
One-Time Expenses	184,637
Ongoing Revenues	690,435
Ongoing Expenses	598,159
Operating Surplus	92,276

Target Fund Balance (20% Operations)	119,632
Reserved for OPEB	9,612
Reserved for Hotel/Motel Debt	550,000

\* Funding decisions on outside programs are made by City Council during budget discussions and are therefore not assumed in this proposed budget.

Available 30,667

### Historical Quarterly Hotel/Motel Taxable Receipts



### Historical Quarterly Hotel/Motel Taxable Receipts Crosstabs

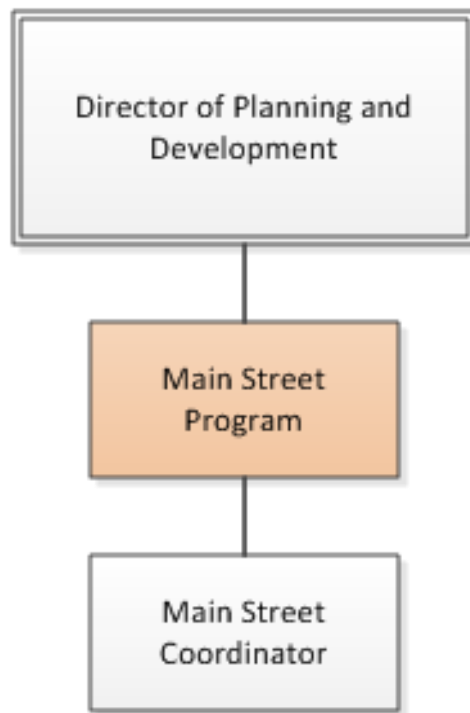
	Q1	Q2	Q3	Q4
FY 2009	1,585,726	1,767,697	1,655,780	1,408,442
FY 2010	1,676,431	1,958,115	1,565,222	1,635,147
FY 2011	1,940,193	2,061,745	2,035,536	2,008,145
FY 2012	1,915,015	2,121,033	2,626,512	2,163,080
FY 2013	2,056,119	2,101,577	2,647,222	2,301,881
FY 2014	2,210,229	2,078,151	2,768,128	2,487,018
FY 2015	2,430,064	2,203,312	2,693,491	

# Main Street Program

## Planning & Development Main Street Program (105)

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The Texas Main Street Program is part of the Texas Historical Commission's Community Heritage Development Division. The Main Street Program was created to assist Texas Cities revitalize historic downtowns through preservation and economic development strategies. As of FY14, the Main Street Program has moved under the preview of Planning and Development.





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### Main Street Program

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<b>Address</b>	303 Palo Pinto, Weatherford, TX 76086
<b>Phone Number</b>	(817) 598-4034
<b>Hours of Operation</b>	Monday to Friday, 8:00 am to 5:00 pm
<b>Major Division Goals</b>	<ol style="list-style-type: none"> <li>1 Enhance the pedestrian environment by including streetscape, lighting, parking area plans and way-finding signage.</li> <li>2 Support current businesses within the downtown area and create a recruitment program for new businesses.</li> <li>3 Create a mix of uses downtown that will allow the center of Weatherford to be revitalized.</li> <li>4 Support historic preservation within the downtown area.</li> <li>5 Create residential opportunities downtown. Implement more activity and special events downtown to encourage growth and tourism.</li> </ol>
<b>FY15 Accomplishments (YTD/Projected)</b>	<ol style="list-style-type: none"> <li>1 Attracted thousands of people for Weatherford Blooms Home &amp; Garden Fest, a large festival held in the spring in Historic Downtown Weatherford.</li> <li>2 Secured membership in the Texas Downtown Association to enhance networking with Texas Communities, private entities and consultants, in addition to expanding Tourism knowledge.</li> <li>3 Formed partnerships with nearby communities to expand future tourism opportunities and began brainstorming avenues to dual-promote events and attractions (Granbury, Bridgeport, Bowie, etc.).</li> <li>4 Implemented a successful Downtown Trick-or-Treat event to entice the public into retail stores.</li> <li>5 Attended and participated in several Chamber of Commerce Ribbon Cuttings for downtown businesses to enhance the partnership with the Chamber, and to increase the city's presence from a public relations standpoint.</li> <li>6 Received National Accreditation from the National Trust for Historic Preservation for the second consecutive year recognizing our use of the Main Street 4-Point Approach.</li> </ol>
<b>FY16 Objectives</b>	<ol style="list-style-type: none"> <li>1 Partner with the Parker County Preservation Society to implement a Building Placard Program; metal "markers" with building and proprietor information to be placed on downtown buildings and eventually historic homes in the area.</li> <li>2 Implement one large special event in the fall, such as an art walk or cowboy gathering, which would allow for a significant event in the downtown district every quarter of the year.</li> <li>3 Enhance dual-promotion of Weatherford and Granbury to significantly increase the number of visitors and overnight guests for special events and attractions in each community.</li> <li>4 Assisted the Historic Preservation Commission in moving forward with their proposed Historic Overlay Ordinance, encouraging future incentive and preservation.</li> </ol>

## Main Street Program

Main Street Program					
Expenditure Summary		Actual	Approved	Projected	Adopted
Category		FY14	FY15	FY15	FY16
Personnel		36,997	31,570	31,244	32,293
Supplies		4,475	1,500	1,325	23,500
Contractual		22,629	7,650	7,351	7,650
Capital Outlay		-	-	-	-
Total		64,101	40,720	39,920	63,443

Personnel Schedule (FTE)		Actual	Approved	Projected	Adopted
Positions	Classification	FY14	FY15	FY15	FY16
Main Street Coordinator*	16	1.00	1.00	1.00	0.50
Total		1.00	1.00	1.00	0.50

Significant Budget Changes		Ongoing	One-Time
Bankhead Celebration		\$ -	\$ 22,000
Payroll Increase		\$ 1,033	\$ -

Performance Measures		FY12	FY13	FY14
Input				
1	Advisory Board & Committee meetings	12	12	12
Output				
1	Monthly/quarterly/annual reports	17	17	17
2	Required training seminars attended	3	2	3
3	State on-site visits and professional services	3	3	3
Effectiveness				
1	Occupancy rate	75%	75%	80%

\* Main Street Coordinator position funded partially out of General Fund.

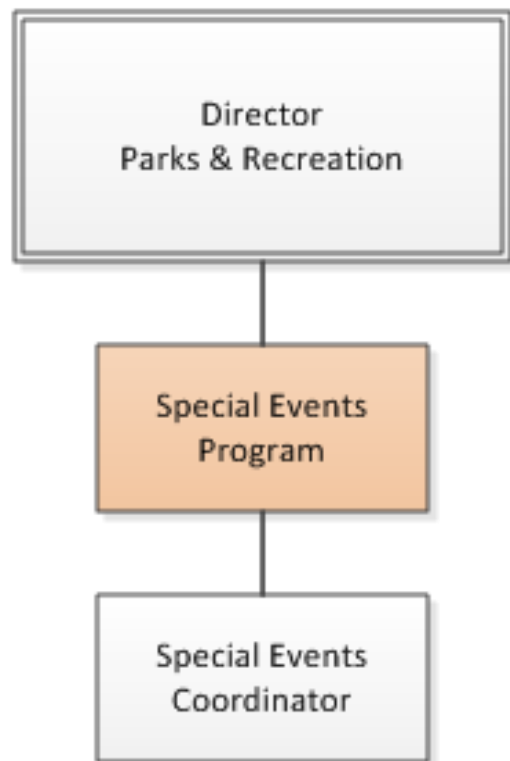
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# Special Events Program

## Parks & Recreation

During FY14, the City broke out the Special Events program budget from the Main Street budget. It is now managed by a Special Events Coordinator, who's position is funded from the General Fund. The Purpose of this division is to expand and support the City's unique special events, in an effort to both market the city and give its citizens sponsored events to enhance their quality of life.



<b>Expenditure Summary</b>	<b>Actual FY14</b>	<b>Approved FY15</b>	<b>Projected FY15</b>	<b>Adopted FY16</b>
Category				
Personnel	-	-	-	-
Supplies	11,289	13,950	16,394	13,950
Contractual	10,585	41,622	39,239	66,622
Capital Outlay	-	-	-	-
<b>Total</b>	<b>21,874</b>	<b>55,572</b>	<b>55,633</b>	<b>80,572</b>

<b>Address</b>	204 Cartwright Road, Weatherford, TX 76086
<b>Phone Number</b>	(817) 598-4034
<b>Hours of Operation</b>	Monday to Friday, 8:00 am to 5:00 pm
<b>Major Division Goals</b>	Special Events goal is to establish a great working relationship with the community while informing event organizers about the safety of planning an event on public or private property. We are also looking to add or expand programs which will bring tourism to the City of Weatherford as well as promoting local shopping.
<b>FY15 Accomplishments (YTD/Projected)</b>	<ol style="list-style-type: none"> <li>1 Actively participated in local community events to educate the public on the city history.</li> <li>2 Expanded event opportunities through program development and community wide events.</li> <li>3 Volunteer and give time back to the community though Special Events.</li> </ol>
<b>FY16 Objectives</b>	<ol style="list-style-type: none"> <li>1 Collaborate with public and private providers and enterprises to maximize age-appropriate recreational activities for all City and Non-City residents.</li> <li>2 Educate the public on the importance of public safety when creating an event.</li> <li>3 Expand tourism opportunities through program development.</li> <li>4 Seek opportunities to draw spectator events while keeping the public's safety in mind.</li> </ol>

Performance Measures	FY13	FY14	FY15 Est./YTD
Input			
Estimated Attendance			
<i>Heritage Stampede Festival</i>	2,500	2,500	3,000
<i>Holiday in the Park</i>	N/A	N/A	10,000
<i>Weatherford Blooms Festival</i>	3,500	4,500	4,000



**Chandor Gardens is the historic home of English artist Douglas Chandor. Construction of this 3.5 acre suburban paradise began in 1936, shortly after he married Ina Kuteman, a Weatherford native.**





## Chandor Gardens Fund (35)

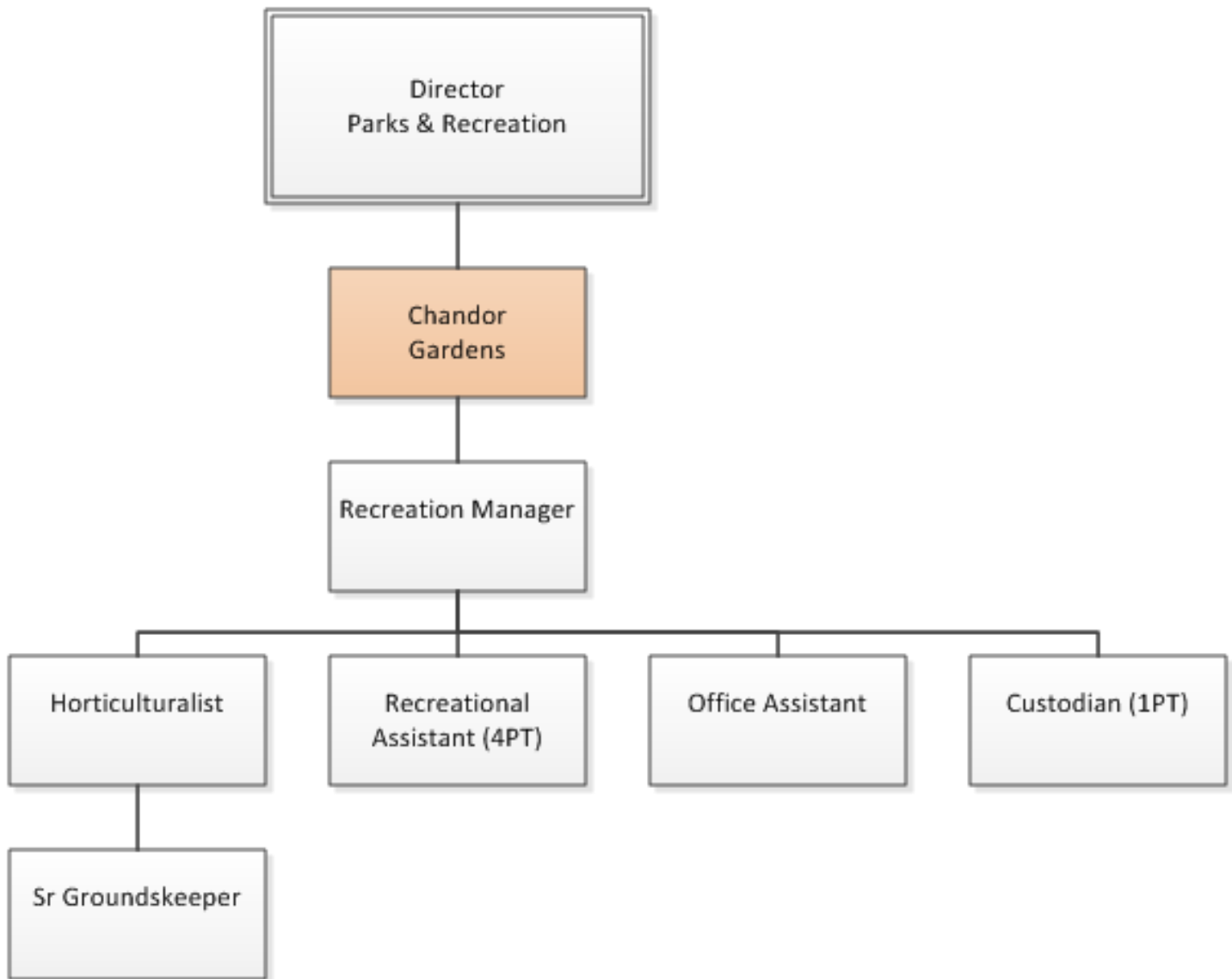
This fund is used to account for the maintenance and operations of Chandor Gardens. Operations are funded through facility rental and tour fees, as well as hotel/motel tax funds.

	Actual FY13	Actual FY14	Approved FY15	Projected FY15	Adopted FY16
<b>Beginning Fund Balance</b>	<b>68,987</b>	<b>96,012</b>	<b>64,214</b>	<b>64,214</b>	<b>75,815</b>
<u>Revenues</u>					
412 - Facility Rental Fees	81,204	40,386	75,300	62,102	60,000
414 - Labor Use Fees	2,370	890	2,000	1,000	1,000
435 - Garden Tour Fees	5,041	7,292	6,000	9,280	7,000
437 - Sale of Goods	557	346	500	373	500
601 - Interest Income	102	26	300	27	300
608 - Contributions	365	1,867	-	-	-
651 - Miscellaneous	1	1	-	-	-
822 - Transfer From Gen Fund	35,753	35,753	35,753	35,753	35,753
825 - Transfer from HOT Fund	235,359	215,000	234,147	234,147	318,344
<b>Total Revenues</b>	<b>360,752</b>	<b>301,561</b>	<b>354,000</b>	<b>342,682</b>	<b>422,897</b>
<u>Expenditures</u>					
Chandor Gardens	333,727	333,359	334,679	331,081	403,672
<b>Total Expenditures</b>	<b>333,727</b>	<b>333,359</b>	<b>334,679</b>	<b>331,081</b>	<b>403,672</b>
Over/(Under)	27,025	(31,798)	19,321	11,601	19,225
<b>Ending Fund Balance</b>	<b>96,012</b>	<b>64,214</b>	<b>83,535</b>	<b>75,815</b>	<b>95,040</b>
					One-Time Expenses 27,200
					Ongoing Revenues 388,697
					Ongoing Expenses 376,472
					Operating Surplus 12,225
					Target Fund Balance (20% Operations) 75,294
					Reserved for OPEB 19,224
					Available 521

# Chandor Gardens

## Parks & Recreation

Chandor Gardens consists of 3.5 developed acres that include a 5,685 square foot residence, Chinese gardens, and 4 out buildings. The undeveloped property, located due west of the residence, consists of 13 acres. Chandor Gardens is available for public and private tours, as well as special events, weddings, and other such celebrations. Convention, retreat, and meeting room facilities are also available.



<b>Address</b>	711 W Lee Street, Weatherford, TX 76086
<b>Phone Number</b>	(817) 613-1700
<b>Hours of Operation</b>	<p>Public Hours: Monday to Friday, 9:00 am to 5:00 pm</p> <p>Public Hours: Saturday, 9:00 am to 3:00 pm</p> <p>Public Hours: Sunday, 12:00 to 4:00 pm</p> <p>Evening hours vary depending on scheduled events and reservations</p>
<b>Major Division Goals</b>	<ol style="list-style-type: none"> <li>1 Offer quality tours, events, and weddings.</li> <li>2 Local and regional promotion of Chandor Gardens through first-class marketing materials, trade shows and print and broadcast media.</li> <li>3 Maintain the grounds and residence to ensure a quality and excellent care of the state recognized historic property.</li> <li>4 Recruit and maintain volunteers from the community to assist with private tours and botanical projects.</li> <li>5 Develop and participate in community partnerships and education programs.</li> </ol>
<b>FY15 Accomplishments (YTD/Projected)</b>	<ol style="list-style-type: none"> <li>1 Offer quality tours, events, and weddings.</li> <li>2 Local and regional promotion of Chandor Gardens through first-class marketing materials, trade shows and print and broadcast media.</li> <li>3 Maintain the grounds and residence to ensure a quality and excellent care of the state recognized historic property.</li> <li>4 Recruit and maintain volunteers from the community to assist with private tours and botanical projects.</li> <li>5 Develop and participate in community partnerships and education programs.</li> </ol>
<b>FY16 Objectives</b>	<ol style="list-style-type: none"> <li>1 Bring the garden's irrigation system back to 100% operation.</li> <li>2 Work with Chandor Foundation to raise funds for development of Chandor's 13.5 acres and to fund projects in the original Garden area.</li> <li>3 Refinish floors and repair archway in Chandor mansion.</li> <li>4 Cable old growth trees in the Garden.</li> <li>5 Repair and replace wooden pergola in Silver Garden.</li> </ol>
<b>Budgetary Issues</b>	Chandor is still operating on a budget that was drastically reduced during FY08; line items cut during that time all directly impact the promotion of the garden.

<b>Expenditure Summary</b>		<b>Actual FY14</b>	<b>Approved FY15</b>	<b>Projected FY15</b>	<b>Adopted FY16</b>
Category					
Personnel		233,989	251,779	250,327	253,072
Supplies		21,700	23,550	22,725	50,050
Contractual		64,674	59,350	58,029	100,550
Capital Outlay		12,996	-	-	-
<b>Total</b>		<b>333,360</b>	<b>334,679</b>	<b>331,081</b>	<b>403,672</b>

<b>Personnel Schedule (FTE)</b>		<b>Actual FY14</b>	<b>Approved FY15</b>	<b>Projected FY15</b>	<b>Adopted FY16</b>
Positions	Classification				
Recreation Manager	18	1.00	1.00	1.00	1.00
Horticulturalist	17	1.00	1.00	1.00	1.00
Facility Coordinator	16	-	-	-	-
Sr Groundskeeper	8	1.00	1.00	1.00	1.00
PT Custodian	6	0.50	0.50	0.50	0.50
PT Recreation Assistant	6	2.00	2.00	2.00	2.00
Office Assistant	7	1.00	1.00	1.00	1.00
<b>Total</b>		<b>6.50</b>	<b>6.50</b>	<b>6.50</b>	<b>6.50</b>

<b>Significant Budget Changes</b>		<b>Ongoing</b>	<b>One-Time</b>
Silver Garden Pergola Reconstruction		\$ -	\$ 15,700
Repairs to Garden		\$ 15,000	\$ -
Horticulture		\$ 8,500	\$ -
Repair and refinish wood floors at Chandor		\$ -	\$ 6,500
Chandor Gardens Great Room Archway Restoration		\$ -	\$ 5,000
Payroll Increase		\$ 4,497	\$ -
Maintenance of trees		\$ 3,000	\$ -
Irrigation		\$ 2,500	\$ -
Equipment Maintenance		\$ 500	\$ -

<b>Performance Measures</b>		<b>FY12</b>	<b>FY13</b>	<b>FY14</b>
Output				
Facility Rentals		85	85	85
Garden Tours		50	55	50
Maintained Acreage		3.5	3.5	3.5
Efficiency				
Facility Rental Revenues		150,000	140,000	150,000
Garden Tour Revenues		7,000	7,000	7,000
Volunteer Hours		570	575	575
Effectiveness				
Repeat Visits & Events		15%	15%	15%
Referrals		25%	25%	25%

# Heritage Park Revolving Fund

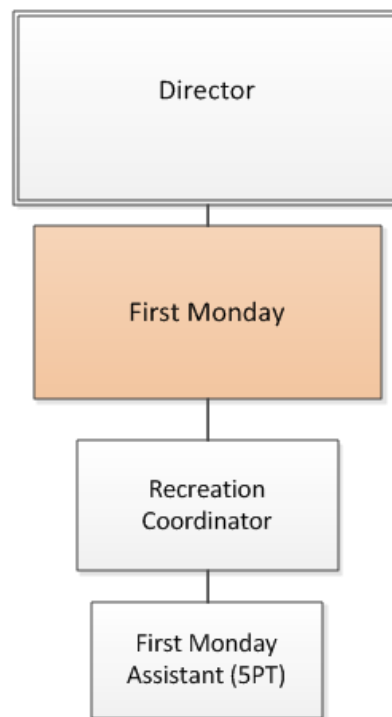
## Revenue and Expense Summary

	Actual FY13	Actual FY14	Adopted FY15	Projected FY15	Adopted FY16
<b>Beginning Available Working Capital</b>	-	-	-	-	-
<b>Revenue</b>					
Vendor/Special Events Permits					1,000
First Monday Parking Fees					22,000
First Monday Rental Fee					110,720
Fm Grounds Rental Other Thn Fm					-
Gen Fund Xfer					45,400
<b>Total Revenue</b>	-	-	-	-	179,120
<b>Expenses</b>					
Personnel					112,993
Supplies					11,600
Contractual					54,319
Capital Outlay					-
<b>Total Expenses</b>	-	-	-	-	178,912
<b>Revenue Over/(Under) Expenses</b>	-	-	-	-	208

\*For FY16, the City of Weatherford has opted to set up a revolving fund for Heritage Park. As events are scheduled and revenues from those events come in, the City will designate those funds to pay for future events.

## First Monday Parks & Recreation

The Parks & Recreation Department is responsible for the maintenance and upkeep of all city parks, landscaping of city facilities, operations of First Monday Trade Days, and all recreation programming. It is also responsible for maintenance and operations of Chandor Gardens and the Main Street Program. For FY16, the First Monday division is located in a separate fund, called the Heritage Park Events Fund.



### Budgetary Issues

While different areas are under construction, it is difficult to rent spaces due to the disconnect of the property, relocation of vendors, and weather conditions in an outdoor venue which has ultimately resulted a fluctuation of typical revenues. Due to growth of the First Monday Event and other special events in Heritage Park more man-hours are required to best manage these changes than are currently budgeted. With new irrigation in renovated areas, utilities cost (water, wastewater, and electricity in new facilities) and operation costs (janitorial supplies) continue to rise.



## Parks & Recreation

<b>Address</b>	119 Palo Pinto, Weatherford, TX 76086 (Office) 200 block of Santa Fe Drive, Weatherford, TX 76086
<b>Phone Number</b>	(817) 598-4124 - Main
<b>Hours of Operation</b>	Office Hours: Monday to Friday, 8:00 am to 5:00 pm First Monday Event Hours: Friday to Sunday, 7:00 am to 5:00 pm (First Monday week-ends)
<b>Program Description</b>	The First Monday Trade Days event is held the weekend before the first Monday of each month and is considered to be one of the oldest flea markets in the state. The event grounds have been renovated and resembles a park like atmosphere. The main market area has approximately 425 spaces (15 ft. x 25 ft. in average size) which are available for rental.
<b>Major Division Goals</b>	<ol style="list-style-type: none"> <li>1 Promote the Trade Days event to attract more out-of-town visitors and vendors.</li> <li>2 Maintain an event location and facilities that are safe, clean and attractive for patrons.</li> <li>3 Continually seek a variety of vendors and work to increase the number of vendors.</li> <li>4 Work to develop avenues to increase new visitor traffic and create the most satisfying experience so that visitors continue to return.</li> <li>5 Promote monthly event and other special events to utilize grounds as a destination location, where visitors can enjoy family activities and attractions.</li> <li>6 Develop livestock area for sales, activities, attractions, and events.</li> </ol>
<b>FY15 Accomplishments, YTD and Projected</b>	<ol style="list-style-type: none"> <li>1 Assisted with continued construction and renovation at grounds to enhance appearance and efficiency of the area.</li> <li>2 Maintained a sound vendor and visitor showing during major construction phases.</li> <li>3 Acquired Additional properties which ultimately increased vendor spaces.</li> <li>4 Increased revenues.</li> </ol>
<b>FY16 Objectives</b>	<ol style="list-style-type: none"> <li>1 Work to connect and utilize newly acquired properties during construction phase.</li> <li>2 Recruit new vendors and maintain current vendors through best marketing practices.</li> <li>3 Successfully market the area for special events outside of the First Monday Trade Days.</li> <li>4 Continue to assist with completion of construction projects in South Lot and Food Court and all adjacent city properties for best utilization of the area year-round.</li> </ol>

# First Monday Parks & Recreation

Expenditure Summary		Actual	Approved	Projected	Adopted
Category		FY14	FY15	FY15	FY16
Personnel		79,350	101,833	100,936	107,026
Supplies		11,462	12,600	8,610	11,600
Contractual		44,825	49,875	49,254	54,319
Capital Outlay		-	-	-	-
Total		135,638	164,308	158,799	172,944

Personnel Schedule (FTE)		Actual	Approved	Projected	Adopted
Positions	Classification	FY14	FY15	FY15	FY16
Recreation Coordinator	16	1.00	1.00	1.00	1.00
PT First Monday Assistant	6	2.00	2.00	2.00	2.00
Total		3.00	3.00	3.00	3.00

Significant Budget Changes		Ongoing	One-Time
Part-Time Hours		\$ 5,967	\$ -
Payroll Increase		\$ 1,953	\$ -
Uniform Signs For Events		\$ 500	\$ -
Two New Copiers Per Month For More Printing		\$ 300	\$ -
Drug Testing		\$ 150	\$ -

Performance Measures		FY12 Actual	FY13 Actual	FY14 Estimated	FY15 Proj/Goal
Input					
1	Available General Vendor Spaces Per Month	264	373	333	333
2	Available Food Vendor Spaces Per Month	8	10	12	20
3	Available Farm & Ranch Spaces Per Month	30	30	30	30
4	Available Parking Spaces Per Month	62	75	115	125
5	Available RV Spaces Per Month	0	0	8	8
6	Event Days in Fiscal Year (Thurs-Sun)	48	48	48	48
7	Number of Event Days With Inclement Weather For the FY	24	16	18	18
8	Percent of Inclement Weather days over total days open	50%	33%	38%	38%

### Parks & Recreation

Performance Measures		FY12 Actual	FY13 Actual	FY14 Estimated	FY15 Proj/Goal
1	Average Number of General Vendor Spaces Rented per Month	219	303	319	333
2	Average Number of Food Vendor Spaces Rented per Month	6	9	11	11
3	Average Number of Farm & Ranch Spaces Rented Per Month	18	13	12	12
4	Average Parking Fees Collected Per Month	1,450	2,258	2,375	1,875
5	Average Number of RV Spaces Rented Per Month	0	0	6	6
Output					
6	Number of Event Days Open For the Year (Thurs-Sun)	48	48	48	48
Efficiency					
1	Average Monthly Capacity Reached (Pertains to All Vendors)	83%	82%	96%	100%
Effectiveness					
1	Average Number of Returning Vendors Per Month (Pertains to All Vendors)	189	234	257	280

## Federal Forfeiture Fund (46)

This fund is used to account for funds received from the District Attorney's office that have been seized and confiscated during criminal prosecution. These funds may only be used for law enforcement purposes.

	Actual FY13	Actual FY14	Approved FY15	Projected FY15	Adopted FY16
<b>Beginning Fund Balance</b>	<b>404,817</b>	<b>636,880</b>	<b>673,605</b>	<b>673,605</b>	<b>464,105</b>
<u>Revenues</u>					
601 - Interest Income	421	187	500	500	500
651 - Forfeited Funds	304,126	64,163	30,000	30,000	30,000
<b>Total Revenues</b>	<b>304,547</b>	<b>64,350</b>	<b>30,500</b>	<b>30,500</b>	<b>30,500</b>
<u>Expenditures</u>					
Police Personnel Services	-	-	-	-	-
Police Supplies & Equipment	49,864	13,525	90,000	90,000	90,000
Informants & Investigations & Services	-	14,100	-	-	-
Capital	22,620	-	190,000	150,000	150,000
Transfer to Debt Service Fund	-	-	-	-	-
<b>Total Expenditures</b>	<b>72,484</b>	<b>27,625</b>	<b>280,000</b>	<b>240,000</b>	<b>240,000</b>
Over/(Under)	232,063	36,725	(249,500)	(209,500)	(209,500)
<b>Ending Fund Balance</b>	<b>636,880</b>	<b>673,605</b>	<b>424,105</b>	<b>464,105</b>	<b>254,605</b>

## State Forfeiture Fund (06)

This fund is used to account for funds received from the District Attorney's office that have been seized and confiscated during criminal prosecution. These funds may only be used for law enforcement purposes.

	Actual FY13	Actual FY14	Adopted FY15	Projected FY15	Adopted FY16
<b>Beginning Fund Balance</b>	<b>57,636</b>	<b>64,435</b>	<b>54,153</b>	<b>54,153</b>	<b>73,213</b>
<u>Revenues</u>					
601 - Interest Income	68	30	-	60	60
604 - Sale of Fixed Assets	2,625	-	-	-	-
651 - Forfeited Funds	21,347	10,472	5,000	25,000	10,000
<b>Total Revenues</b>	<b>24,040</b>	<b>10,502</b>	<b>5,000</b>	<b>25,060</b>	<b>10,060</b>
<u>Expenditures</u>					
Police Supplies & Equipment	17,241	20,784	-	1,000	-
Contractual Services	-	-	15,000	5,000	15,000
Capital	-	-	-	-	-
<b>Total Expenditures</b>	<b>17,241</b>	<b>20,784</b>	<b>15,000</b>	<b>6,000</b>	<b>15,000</b>
Over/(Under)	6,799	(10,283)	(10,000)	19,060	(4,940)
<b>Ending Fund Balance</b>	<b>64,435</b>	<b>54,153</b>	<b>44,153</b>	<b>73,213</b>	<b>68,273</b>

## TCDP—SFX Grant Fund (20)

These funds were established for the receipt and reimbursement of lease payments from SFX Design, Inc. to the Texas Community Development Program.

### TCDP - SFX Grant Fund (20)

	Actual FY13	Actual FY14	Approved FY15	Projected FY15	Adopted FY16
<b>Beginning Fund Balance</b>	<b>1,864</b>	<b>1,864</b>	<b>1,864</b>	<b>1,864</b>	<b>1,864</b>
<u>Revenues</u>					
620 - Rent Income	22,368	22,368	22,368	22,368	22,368
<b>Total Revenues</b>	<b>22,368</b>	<b>22,368</b>	<b>22,368</b>	<b>22,368</b>	<b>22,368</b>
<u>Expenditures</u>					
Rent Expense	22,368	22,368	22,368	22,368	22,368
<b>Total Expenditures</b>	<b>22,368</b>	<b>22,368</b>	<b>22,368</b>	<b>22,368</b>	<b>22,368</b>
Over/(Under)	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>1,864</b>	<b>1,864</b>	<b>1,864</b>	<b>1,864</b>	<b>1,864</b>



# TCDP—Weatherford Aerospace Grant Fund

These funds were established for the receipt and reimbursement of lease payments from Weatherford Aerospace to the Texas Community Development Program.

## TCDP - Weatherford Aerospace Grant Fund (21)

	Actual FY13	Actual FY14	Approved FY15	Projected FY15	Adopted FY16
<b>Beginning Fund Balance</b>	-	-	-	-	-
<u>Revenues</u>					
620 - Rent Income	13,875	13,875	13,875	-	13,875
<b>Total Revenues</b>	<b>13,875</b>	<b>13,875</b>	<b>13,875</b>	<b>-</b>	<b>13,875</b>
<u>Expenditures</u>					
Rent Expense	13,875	13,875	13,875	-	13,875
<b>Total Expenditures</b>	<b>13,875</b>	<b>13,875</b>	<b>13,875</b>	<b>-</b>	<b>13,875</b>
Over/(Under)	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Municipal Court Technology Fund (32)

This fund was established by action of the City Council (Ordinance 1999-40), as authorized by Article 102-0172 of the Texas Code of Criminal Procedure, to account for a \$4.00 fee assessed on each misdemeanor conviction for the purchase of technological enhancements for the Municipal Court.

### Municipal Court Technology Fund (32)

	Actual FY13	Actual FY14	Approved FY15	Projected FY15	Adopted FY16
<b>Beginning Fund Balance</b>	<b>21,266</b>	<b>33,021</b>	<b>44,448</b>	<b>44,448</b>	<b>54,468</b>
<u>Revenues</u>					
501 - Municipal Court Fees	15,140	13,916	13,000	13,000	13,000
601 - Interest Income	29	20	20	20	20
<b>Total Revenues</b>	<b>15,169</b>	<b>13,935</b>	<b>13,020</b>	<b>13,020</b>	<b>13,020</b>
<u>Expenditures</u>					
Computer Equipment	-	-	3,200	-	-
Small Tools & Equipment	-	-	-	-	-
Other Professional Services	-	-	3,800	-	7,000
R&M Office Equipment	3,413	2,509	8,000	3,000	8,000
Office Equipment	-	-	-	-	-
<b>Total Expenditures</b>	<b>3,413</b>	<b>2,509</b>	<b>15,000</b>	<b>3,000</b>	<b>15,000</b>
Over/(Under)	11,756	11,426	(1,980)	10,020	(1,980)
<b>Ending Fund Balance</b>	<b>33,021</b>	<b>44,448</b>	<b>42,468</b>	<b>54,468</b>	<b>52,488</b>

## Municipal Court Building Security Fund (44)

This fund was established by action of the City Council (Ordinance 336-2008-10), as authorized by Article 102-017 of the Texas Code of Criminal Procedure, to account for a \$3.00 fee assessed on each misdemeanor conviction for the purpose of providing security to Municipal Court.

### Municipal Court Building Security Fund (44)

	Actual FY13	Actual FY14	Approved FY15	Projected FY15	Adopted FY16
<b>Beginning Fund Balance</b>	<b>27,911</b>	<b>39,245</b>	<b>49,670</b>	<b>49,670</b>	<b>36,700</b>
<u>Revenues</u>					
501 - Municipal Court Fees	11,298	10,402	10,000	10,000	10,000
601 - Interest Income	36	22	30	30	30
<b>Total Revenues</b>	<b>11,334</b>	<b>10,424</b>	<b>10,030</b>	<b>10,030</b>	<b>10,030</b>
<u>Expenditures</u>					
Personnel Services	-	-	-	-	-
Supplies	-	-	8,530	-	8,530
Contractual Services	-	-	1,500	-	1,500
Capital Outlay	-	-	23,000	23,000	-
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>33,030</b>	<b>23,000</b>	<b>10,030</b>
Over/(Under)	11,334	10,424	(23,000)	(12,970)	-
<b>Ending Fund Balance</b>	<b>39,245</b>	<b>49,670</b>	<b>26,670</b>	<b>36,700</b>	<b>36,700</b>

# Municipal Court Juvenile Case Manager Fund

This fund was established by action of the City Council (Ordinance 462-2009-43), as authorized by Article 102-0174 of the Texas Code of Criminal Procedure, to account for a \$5.00 fee on each misdemeanor conviction to finance the salary and benefits of a juvenile case manager employed by the City as defined under the Code of Criminal Procedure Article 45.0596.

## Municipal Court Juvenile Case Manager Fund (47)

	Actual FY13	Actual FY14	Approved FY15	Projected FY15	Adopted FY16
<b>Beginning Fund Balance</b>	<b>2,795</b>	<b>3,278</b>	<b>3,480</b>	<b>3,480</b>	<b>3,565</b>
<u>Revenues</u>					
501 - Municipal Court Fees	480	200	-	-	32,922
601 - Interest Income	3	2	85	85	-
<b>Total Revenues</b>	<b>484</b>	<b>202</b>	<b>85</b>	<b>85</b>	<b>32,922</b>
<u>Expenditures</u>					
Personnel Services	-	-	3,213	-	22,000
Supplies	-	-	-	-	14,487
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>3,213</b>	<b>-</b>	<b>36,487</b>
Over/(Under)	484	202	(3,128)	85	(3,565)
<b>Ending Fund Balance</b>	<b>3,278</b>	<b>3,480</b>	<b>352</b>	<b>3,565</b>	<b>-</b>

### Major FY16 Initiative:

The Juvenile Case Manager position was reinstated for FY16. This position will provide services in cases involving juvenile offenders before a court consistent with the municipal court's statutory powers. They will assist the court in administering the juvenile docket and in supervising its orders in juvenile cases. Additionally, the case manager may also perform intake duties on complaints filed, operate diversion programs, implement dispositional orders by providing supervisory services, and initiate proceedings for enforcing those orders in the event of a violation.

## Library Special Revenue Fund (14)

This fund is used to account for donations to the public library and profits from the coin-operated copiers in the library, which are restricted for use at the public library.

### Library Special Revenue Fund (14)

	Actual FY13	Actual FY14	Approved FY15	Projected FY15	Adopted FY16
<b>Beginning Fund Balance</b>	<b>69,247</b>	<b>75,725</b>	<b>108,864</b>	<b>108,864</b>	<b>92,764</b>
<u>Revenues</u>					
407 - Charges for Services	12,791	10,424	10,500	9,000	10,500
601 - Interest Income	72	31	75	50	150
608 - Contributions	4,597	35,394	3,000	5,500	3,000
828 - Incomes from Trust	100	100	100	100	100
<b>Total Revenues</b>	<b>17,559</b>	<b>45,950</b>	<b>13,675</b>	<b>14,650</b>	<b>13,750</b>
<u>Expenditures</u>					
Supplies	-	10,099	20,000	20,000	20,000
Services	11,081	2,712	10,750	10,750	10,750
Capital	-	-	-	-	-
<b>Total Expenditures</b>	<b>11,081</b>	<b>12,811</b>	<b>30,750</b>	<b>30,750</b>	<b>30,750</b>
Over/(Under)	6,478	33,139	(17,075)	(16,100)	(17,000)
<b>Ending Fund Balance</b>	<b>75,725</b>	<b>108,864</b>	<b>91,789</b>	<b>92,764</b>	<b>75,764</b>

## Permanent Library Fund\* (15)

This fund is used to account for a \$50,000 endowment to the Library System, and only the interest earnings are available for use by the Library Department.

### Permanent Library Fund (15)

Retain Permanent \$50,000

	Actual FY13	Actual FY14	Approved FY15	Projected FY15	Adopted FY16
<b>Beginning Fund Balance</b>	<b>50,122</b>	<b>50,069</b>	<b>49,986</b>	<b>49,986</b>	<b>49,998</b>
<u>Revenues</u>					
601 - Interest Income	47	17	50	12	15
<b>Total Revenues</b>	<b>47</b>	<b>17</b>	<b>50</b>	<b>12</b>	<b>15</b>
<u>Expenditures</u>					
Equipment, Supplies, Materials	-	-	-	-	-
Transfer to Library Special Revenue Fund	100	100	69	-	13
<b>Total Expenditures</b>	<b>100</b>	<b>100</b>	<b>69</b>	<b>-</b>	<b>13</b>
Over/(Under)	(53)	(83)	(19)	12	2
<b>Ending Fund Balance</b>	<b>50,069</b>	<b>49,986</b>	<b>49,967</b>	<b>49,998</b>	<b>50,000</b>



## Animal Shelter Fund (38)

This fund is used to account for donations received for improvements to the Animal Shelter.

### Animal Shelter Fund (38)

	Actual FY13	Actual FY14	Approved FY15	Projected FY15	Adopted FY16
<b>Beginning Fund Balance</b>	<b>37,313</b>	<b>67,988</b>	<b>86,038</b>	<b>86,038</b>	<b>88,125</b>
<u>Revenues</u>					
601 - Interest Income	63	41	50	50	50
608 - Contributions	33,622	15,743	25,000	4,000	4,000
652 - Miscellaneous	1,400	26,302	-	23,037	25,000
<b>Total Revenues</b>	<b>35,084</b>	<b>42,086</b>	<b>25,050</b>	<b>27,087</b>	<b>29,050</b>
<u>Expenditures</u>					
Improvements to Shelter	4,410	24,036	25,000	25,000	88,125
<b>Total Expenditures</b>	<b>4,410</b>	<b>24,036</b>	<b>25,000</b>	<b>25,000</b>	<b>88,125</b>
Over/(Under)	30,674	18,050	50	2,087	(59,075)
<b>Ending Fund Balance</b>	<b>67,988</b>	<b>86,038</b>	<b>86,088</b>	<b>88,125</b>	<b>29,050</b>

## Weatherford Beautification Fund (07)

This fund is used to account for donations received by the City for beautification projects administered by the Keep Weatherford Beautiful Board.

### Weatherford Beautification Fund (07)

	Actual FY13	Actual FY14	Adopted FY15	Projected FY15	Adopted FY16
<b>Beginning Fund Balance</b>	<b>2,398</b>	<b>2,401</b>	<b>2,402</b>	<b>2,402</b>	<b>2,402</b>
<u>Revenues</u>					
601 - Interest Income	3	1	-	-	-
<b>Total Revenues</b>	<b>3</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>
<u>Expenditures</u>					
Botanical Supplies	-	-	2,402	-	2,402
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>2,402</b>	<b>-</b>	<b>2,402</b>
Over/(Under)	3	1	(2,402)	-	(2,402)
<b>Ending Fund Balance</b>	<b>2,401</b>	<b>2,402</b>	<b>-</b>	<b>2,402</b>	<b>-</b>

## Park Special Revenue Fund (26)

This fund was repurposed in FY12 to account for the purchase of, and debt service on, a new lighting system at the Soldier Springs sports complex.

### Park Special Revenue Fund (26)

	Actual FY13	Actual FY14	Approved FY15	Projected FY15	Adopted FY16
<b>Beginning Fund Balance</b>	<b>27,227</b>	<b>28,658</b>	<b>27,925</b>	<b>27,925</b>	<b>42,925</b>
<u>Revenues</u>					
440 - Ball Field User Fee	29,650	40,133	25,000	15,000	25,000
601 - Interest Income	14	2	-	-	-
604 - Sale of Fixed Assets	-	-	-	-	-
608 - Contributions	-	-	-	-	-
651 - Miscellaneous	2,628	-	-	-	-
819 - Other Non Revenue	-	-	-	-	-
822 - Transfer from General Fund	10,000	119,854	-	-	-
<b>Total Revenues</b>	<b>42,292</b>	<b>159,989</b>	<b>25,000</b>	<b>15,000</b>	<b>25,000</b>
<u>Expenditures</u>					
Miscellaneous	-	-	-	-	-
Debt Service	40,861	160,721	-	-	-
Other Improvements	-	-	-	-	-
<b>Total Expenditures</b>	<b>40,861</b>	<b>160,721</b>	<b>-</b>	<b>-</b>	<b>-</b>
Over/(Under)	1,431	(732)	25,000	15,000	25,000
<b>Ending Fund Balance</b>	<b>28,658</b>	<b>27,925</b>	<b>52,925</b>	<b>42,925</b>	<b>67,925</b>

**Note:** In FY12, this fund was repurposed to provide a separate accounting for the purchase and installation of a lighting system at Soldier Springs Park.

## Park Dedication Fund (28)

This fund is used to account for the use of Park Dedication Fees, which are restricted for the development and improvement of the parks system.

### Park Dedication Fund (28)

	Actual FY13	Actual FY14	Adopted FY15	Projected FY15	Adopted FY16
<b>Beginning Fund Balance</b>	<b>204,677</b>	<b>277,245</b>	<b>282,847</b>	<b>282,847</b>	<b>204,947</b>
<u>Revenues</u>					
Interest Income	247	92	200	100	100
Park Dedication Fees	97,125	102,650	50,000	100,000	100,000
<b>Total Revenues</b>	<b>97,372</b>	<b>102,742</b>	<b>50,200</b>	<b>100,100</b>	<b>100,100</b>
<u>Expenditures</u>					
Other	24,805	97,140	178,000	178,000	204,947
Heritage Master Plan	-	-	-	-	-
<b>Total Expenditures</b>	<b>24,805</b>	<b>97,140</b>	<b>178,000</b>	<b>178,000</b>	<b>204,947</b>
Over/(Under)	72,568	5,602	(127,800)	(77,900)	(104,847)
<b>Ending Fund Balance</b>	<b>277,245</b>	<b>282,847</b>	<b>155,047</b>	<b>204,947</b>	<b>100,100</b>

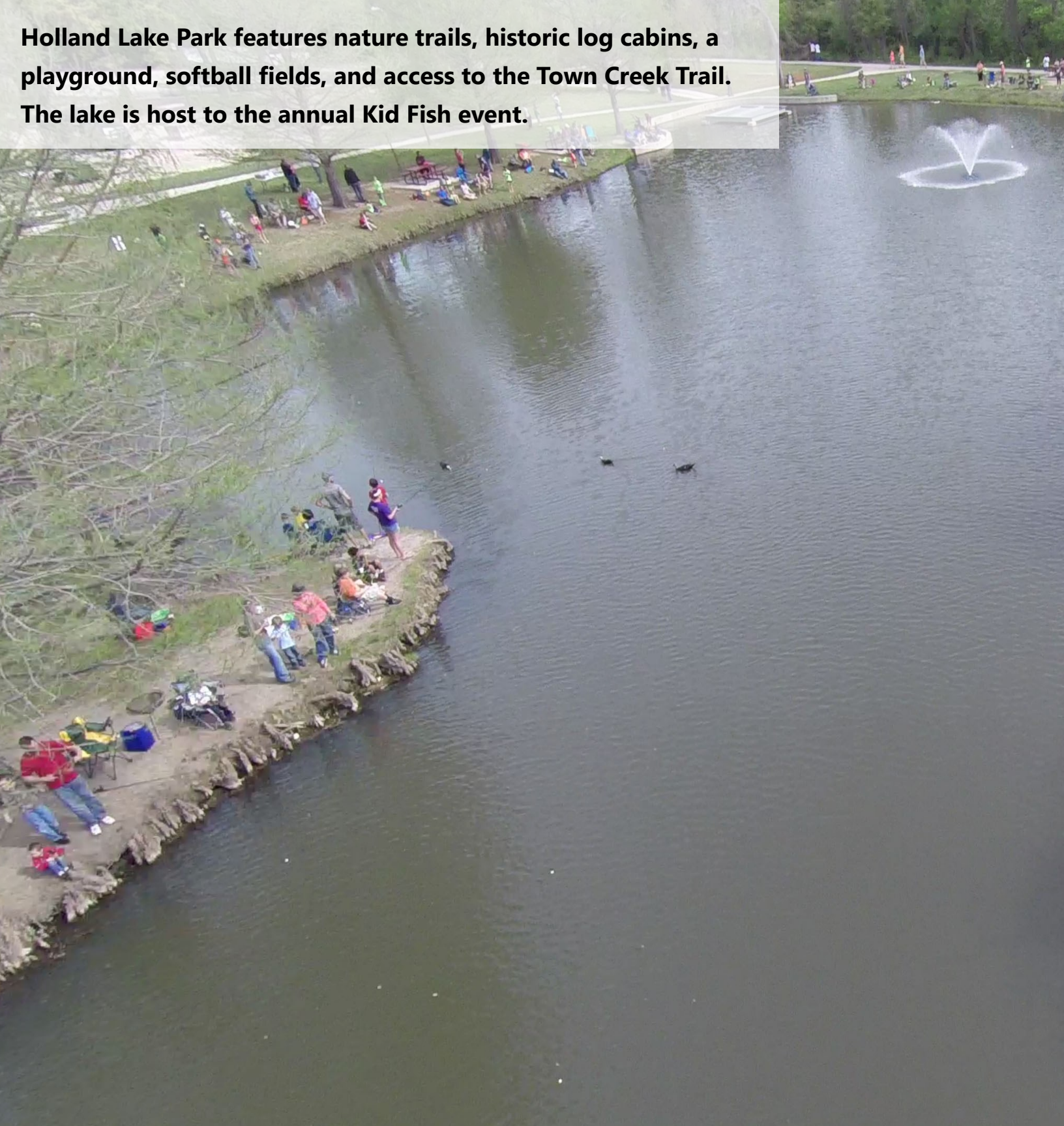
## Stormwater Utility Fund (51)

The Stormwater Utility Fund was created in January of 2013, and is designed to pay for infrastructure expenses related to Weatherford's drainage system. These expenses are funded through collecting a Stormwater fee levied on all residents of the city.

### Stormwater Utility Fund (51)

	Actual FY13	Actual FY14	Adopted FY15	Projected FY15	Adopted FY16
<b>Beginning Fund Balance</b>	-	151,888	602,594	602,594	603,094
<u>Revenues</u>					
Interest Income	49	190	-	500	500
Stormwater User Fees	595,220	839,597	840,000	840,000	1,260,000
Transfer from General Fund	-				
<b>Total Revenues</b>	<b>595,269</b>	<b>839,787</b>	<b>840,000</b>	<b>840,500</b>	<b>1,260,500</b>
<u>Expenditures</u>					
Administrative	694	73,347	73,347	73,347	-
Contractual Services	24,532	-	-	-	-
Drainage Projects	311,155	315,735	766,653	766,653	1,019,770
Debt Service	-	-	-	-	240,730
Transfers to General Fund	107,000	-	-	-	-
<b>Total Expenditures</b>	<b>443,380</b>	<b>389,082</b>	<b>840,000</b>	<b>840,000</b>	<b>1,260,500</b>
Over/(Under)	151,888	450,706	-	500	-
<b>Ending Fund Balance</b>	<b>151,888</b>	<b>602,594</b>	<b>602,594</b>	<b>603,094</b>	<b>603,094</b>

**Holland Lake Park features nature trails, historic log cabins, a playground, softball fields, and access to the Town Creek Trail. The lake is host to the annual Kid Fish event.**



# Debt Service Schedules





**This fund has been established by bond ordinance for the purpose of servicing the City's general obligation debt. A portion of the annual ad valorem tax collections are allocated to the fund and payments are forwarded to the designated paying agent bank as principal and interest requirements come due for each debt issue. Payments on lease/purchase agreements for city equipment are also financed and paid from this fund.**

## General Debt Service Requirements

The City does not have any legal debt limits for General Debt Service. However, Financial Management Policy Statements included in the Appendix section of this document provide specific guidelines for considering new debt obligations.

During FY14, the City's General Obligation Bonds and Certificates of Obligation were reviewed by Standard & Poor's and affirmed at a "AA-" rating with a stable outlook.

In April 2010, Moody's recalibrated their municipal ratings to a global scale and Weatherford's General Obligation rating increased from "A2" to "Aa3". This was reaffirmed in December 2010, for the 2010 refunding and 2011 issuance. The Utility Systems Revenues rating increased from "A3" to "A1" in April 2010.

The largest portion of the city's outstanding debt is related to transportation projects under a Pass-Through Financing agreement with the Texas Department of Transportation (TxDOT). Under this agreement, the city issued debt to fund transportation projects on state highways in order to expedite the construction of said projects. Upon completion, TxDOT will reimburse the city based on traffic counts at a rate of \$.15 per vehicle per mile (vehicle-mile). The total amount to be reimbursed is \$52,443,517. Once all projects are completed, the maximum annual amount to be reimbursed may not exceed 10% of the total reimbursement. Based on traffic counts, the city expects to receive \$4.1 million in FY16.

City staff is currently evaluating capital needs and options for financing. At present, no excess bond authorization exists within the City, and no debt is planned.

Description	Principal	Interest	Total
Series 2006 Certificates of Obligation	150,000	140,537	290,537
Series 2007 G.O. Bonds	485,000	338,071	823,071
Series 2008 Certificates of Obligation	125,000	100,132	225,132
Series 2010 G.O. Refunding Bonds	155,000	992,500	1,147,500
Series 2011 C.O. Bonds	290,000	314,655	604,655
Series 2012 G.O. Refunding Bonds	2,460,000	639,750	3,099,750
<i>Total Bonded Requirements</i>	<i>3,665,000</i>	<i>2,525,645</i>	<i>6,190,645</i>
<b>Current Lease Requirements</b>			
None	127,207	-	127,207
<i>Total Lease Requirements</i>	<i>127,207</i>	<i>-</i>	<i>127,207</i>
<b>Total General Debt</b>	<b>3,792,207</b>	<b>2,525,645</b>	<b>6,317,852</b>



## General Debt Service Fund (03)

Actual FY14	Approved FY15	Projected FY15	Adopted FY16
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### Revenue Summary

Current Taxes	3,156,736	3,179,327	3,190,000	3,430,694
Delinquent Taxes & Penalties	72,179	55,000	35,000	35,000
Interest Income	2,393	4,300	4,300	4,300
Miscellaneous Income	-	-	-	-
Proceeds from Refunding Issuance	-	-	7,345,000	-
Proceeds from GO Premium	-	-	675,483	-
Transfer from General Fund	-	-	-	152,000
Transfer from Hotel/Motel Fund	132,632	143,555	128,437	128,437
Reimbursement from TxDOT	4,081,538	4,100,000	4,977,837	4,100,000

7,445,477	7,482,182	16,356,056	7,850,431
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### Expenditure Summary

Interest	2,645,028	2,525,645	2,525,645	2,404,612
Issuance Costs		-	117,551	-
Fiscal Agent Fees	2,000	1,600	1,600	1,600
Lease Purchase	57,036	127,207	59,905	60,000
Payment to Escrow		-	7,857,973	-
Principle Retirement	3,545,000	3,665,000	3,750,000	4,075,000

6,249,064	6,319,452	14,312,674	6,541,212
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Revenues Over (Under) Expenditures	1,196,413	1,162,730	2,043,382	1,309,219
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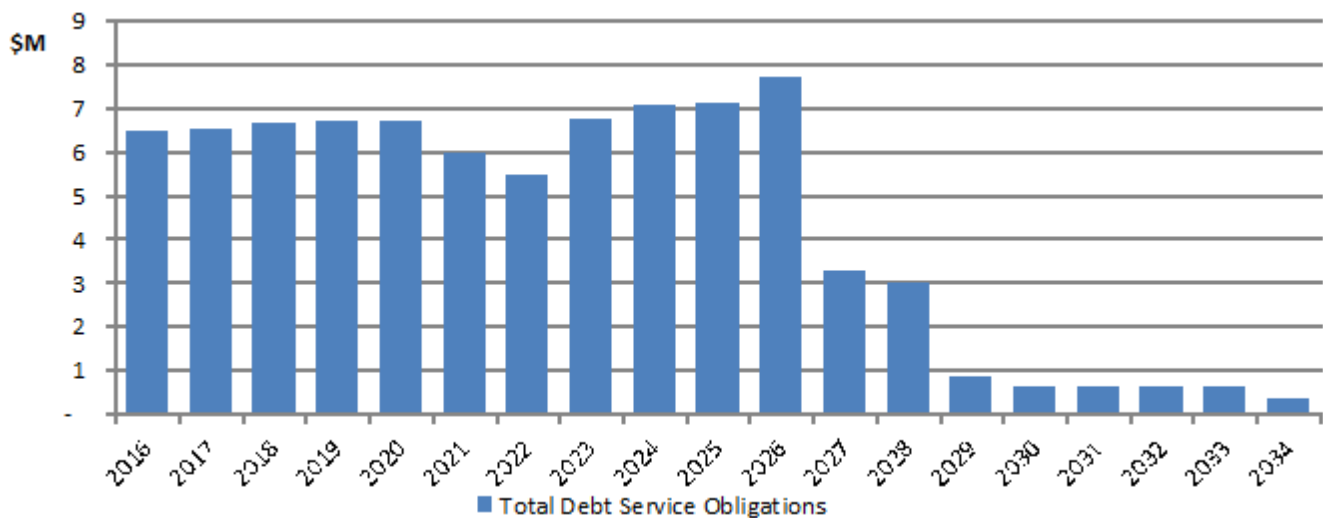
Beginning Fund Balance	5,209,097	6,405,510	6,405,510	8,448,892
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Ending Fund Balance	6,405,510	7,568,240	8,448,892	9,758,112
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## Annual Debt Service Requirements - By Issue

<b>Fiscal</b>	<b>CO</b>	<b>CO</b>	<b>GO</b>	<b>CO</b>
<b>Year</b>	<b>Series 2006</b>	<b>Series 2008</b>	<b>Series 2010</b>	<b>Series 2011</b>
2016	302,538	222,463	1,075,756	605,305
2017	345,938	222,019	988,525	601,455
2018	342,338	221,361	988,525	602,455
2019	348,263	225,383	988,525	598,155
2020	348,393	224,085	988,525	600,555
2021	342,980	222,573	988,525	602,355
2022	347,230	220,848	3,533,525	603,555
2023	350,570	223,802	4,816,725	604,155
2024	428,250	221,436	5,059,525	604,155
2025	429,750	223,750	5,101,325	603,555
2026	425,250	220,744	5,694,525	602,355
2027	-	222,418	1,680,075	605,555
2028	-	223,664	2,165,263	607,515
2029	-	219,590	-	608,195
2030	-	-	-	607,795
2031	-	-	-	606,295
2032	-	-	-	608,675
2033	-	-	-	609,150
2034	-	-	-	313,500
<b>Total</b>	<b>4,011,498</b>	<b>3,114,134</b>	<b>34,069,344</b>	<b>11,194,735</b>

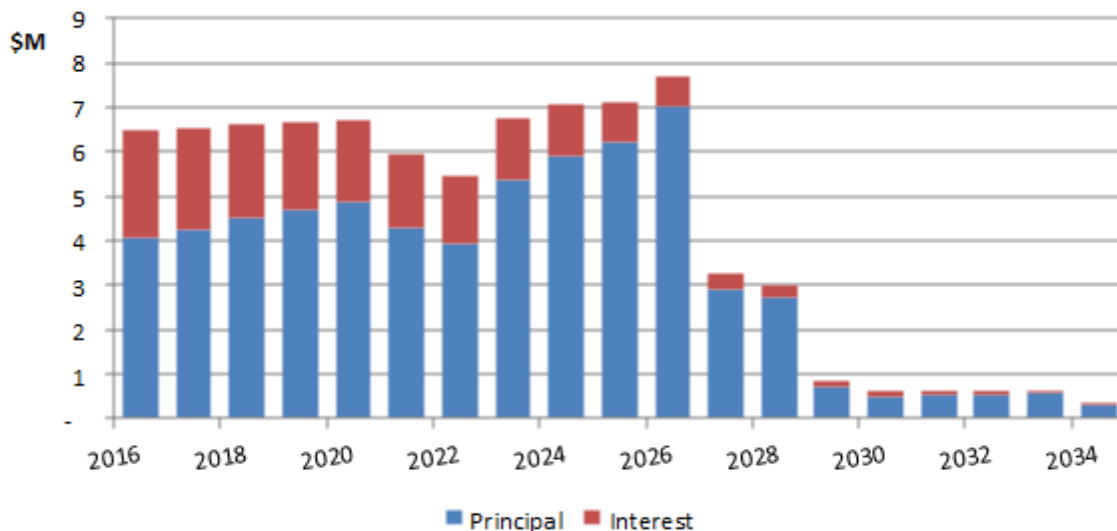
Fiscal Year	GO Series 2012	GO Series 2014	Tax Notes Series 2014	Total
2016	3,370,150	751,400	152,000	6,479,612
2017	3,454,950	751,100	149,300	6,513,286
2018	3,576,950	750,600	151,600	6,633,828
2019	3,611,250	754,900	153,800	6,680,275
2020	3,637,500	758,900	150,900	6,708,857
2021	2,884,000	759,125	153,000	5,952,558
2022	-	758,650	-	5,463,808
2023	-	757,475	-	6,752,727
2024	-	760,600	-	7,073,966
2025	-	759,600	-	7,117,980
2026	-	762,600	-	7,705,474
2027	-	764,400	-	3,272,448
2028	-	-	-	2,996,442
2029	-	-	-	827,785
2030	-	-	-	607,795
2031	-	-	-	606,295
2032	-	-	-	608,675
2033	-	-	-	609,150
2034	-	-	-	313,500
<b>Total</b>	<b>20,534,800</b>	<b>9,089,350</b>	<b>910,600</b>	<b>82,924,460</b>



# Principal & Interest Requirements

## Annual Principal & Interest Requirements - All Issues

Fiscal Year	Principal Due 3/1/15	Principal Due 9/1/15	Interest Due 3/1/15	Interest Due 9/1/15	Total
2015	-	-	-	-	-
2016	3,950,000	125,000	1,200,971	1,203,640	6,479,612
2017	4,125,000	130,000	1,127,755	1,130,531	6,513,286
2018	4,395,000	135,000	1,050,473	1,053,355	6,633,828
2019	4,565,000	145,000	983,590	986,686	6,680,275
2020	4,735,000	150,000	910,327	913,530	6,708,857
2021	4,130,000	155,000	832,124	835,434	5,952,558
2022	3,775,000	160,000	762,696	766,112	5,463,808
2023	5,210,000	170,000	684,549	688,178	6,752,727
2024	5,740,000	175,000	577,615	581,351	7,073,966
2025	6,015,000	185,000	457,015	460,965	7,117,980
2026	6,850,000	190,000	330,709	334,765	7,705,474
2027	2,700,000	200,000	184,089	188,359	3,272,448
2028	2,535,000	210,000	123,479	127,963	2,996,442
2029	480,000	215,000	64,098	68,688	827,785
2030	500,000	-	53,898	53,898	607,795
2031	520,000	-	43,148	43,148	606,295
2032	545,000	-	31,838	31,838	608,675
2033	570,000	-	19,575	19,575	609,150
2034	300,000	-	6,750	6,750	313,500
<b>Total</b>	<b>61,640,000</b>	<b>2,345,000</b>	<b>9,444,697</b>	<b>9,494,763</b>	<b>82,924,460</b>





# Series 2006 Certificates of Obligation

## General Obligation Debt

Certificates of Obligation - Series 2006

<b>Fiscal Year</b>	<b>Principal Due 3/1/15</b>	<b>Principal Due 9/1/15</b>	<b>Interest Due 3/1/15</b>	<b>Interest Due 9/1/15</b>	<b>Total</b>
2016	165,000	-	68,769	68,769	302,538
2017	215,000	-	65,469	65,469	345,938
2018	220,000	-	61,169	61,169	342,338
2019	235,000	-	56,631	56,631	348,263
2020	245,000	-	51,696	51,696	348,393
2021	250,000	-	46,490	46,490	342,980
2022	265,000	-	41,115	41,115	347,230
2023	280,000	-	35,285	35,285	350,570
2024	370,000	-	29,125	29,125	428,250
2025	390,000	-	19,875	19,875	429,750
2026	405,000	-	10,125	10,125	425,250
<b>Total</b>	<b>3,040,000</b>	<b>-</b>	<b>485,749</b>	<b>485,749</b>	<b>4,011,498</b>

\*Note: \$4,000,000 2006 Certificates of Obligation, for constructing and improving park and recreational facilities and street improvements, due in annual installments through March 1, 2026, 4.00% - 5.00%.

## Series 2008 General Obligation Bonds

Certificates of Obligation - Series 2008

<b>Fiscal Year</b>	<b>Principal Due 3/1/15</b>	<b>Principal Due 9/1/15</b>	<b>Interest Due 3/1/15</b>	<b>Interest Due 9/1/15</b>	<b>Total</b>
2016	-	125,000	47,397	50,066	222,463
2017	-	130,000	44,622	47,397	222,019
2018	-	135,000	41,739	44,622	221,361
2019	-	145,000	38,644	41,739	225,383
2020	-	150,000	35,441	38,644	224,085
2021	-	155,000	32,132	35,441	222,573
2022	-	160,000	28,716	32,132	220,848
2023	-	170,000	25,086	28,716	223,802
2024	-	175,000	21,350	25,086	221,436
2025	-	185,000	17,400	21,350	223,750
2026	-	190,000	13,344	17,400	220,744
2027	-	200,000	9,074	13,344	222,418
2028	-	210,000	4,590	9,074	223,664
2029	-	215,000	-	4,590	219,590
<b>Total</b>	<b>-</b>	<b>2,345,000</b>	<b>359,534</b>	<b>409,600</b>	<b>3,114,134</b>

\$3,000,000 2008 Certificates of Obligation, for acquiring, constructing and improving roads, streets, and highways within the City due in annual installments through September 1, 2028, 4.27%.

## Series 2010 General Obligation Refunding

General Obligation Refunding Bonds - Series 2010

<b>Fiscal</b>	<b>Principal</b>	<b>Principal</b>	<b>Interest</b>	<b>Interest</b>	
<b>Year</b>	<b>Due 3/1/15</b>	<b>Due 9/1/15</b>	<b>Due 3/1/15</b>	<b>Due 9/1/15</b>	<b>Total</b>
2016	85,000	-	495,378	495,378	1,075,756
2017	-	-	494,263	494,263	988,525
2018	-	-	494,263	494,263	988,525
2019	-	-	494,263	494,263	988,525
2020	-	-	494,263	494,263	988,525
2021	-	-	494,263	494,263	988,525
2022	2,545,000	-	494,263	494,263	3,533,525
2023	3,930,000	-	443,363	443,363	4,816,725
2024	4,330,000	-	364,763	364,763	5,059,525
2025	4,545,000	-	278,163	278,163	5,101,325
2026	5,320,000	-	187,263	187,263	5,694,525
2027	1,525,000	-	77,538	77,538	1,680,075
2028	2,075,000	-	45,131	45,131	2,165,263
<b>Total</b>	<b>24,355,000</b>	<b>-</b>	<b>4,857,172</b>	<b>4,857,172</b>	<b>34,069,344</b>

\$25,130,000 2010 General Obligation Refunding Bonds, refunding Series 2000 G.O.'s, 2001 C.O.'s and a portion of the 2007 C.O.'s, due in annual installments through March 1, 2028, 2.00% - 4.35%.

## Series 2011 Certificates of Obligation

Certificates of Obligation - Series 2011

<b>Fiscal Year</b>	<b>Principal Due 3/1/15</b>	<b>Principal Due 9/1/15</b>	<b>Interest Due 3/1/15</b>	<b>Interest Due 9/1/15</b>	<b>Total</b>
2016	295,000	-	155,153	155,153	605,305
2017	300,000	-	150,728	150,728	601,455
2018	310,000	-	146,228	146,228	602,455
2019	315,000	-	141,578	141,578	598,155
2020	330,000	-	135,278	135,278	600,555
2021	345,000	-	128,678	128,678	602,355
2022	360,000	-	121,778	121,778	603,555
2023	375,000	-	114,578	114,578	604,155
2024	390,000	-	107,078	107,078	604,155
2025	405,000	-	99,278	99,278	603,555
2026	420,000	-	91,178	91,178	602,355
2027	440,000	-	82,778	82,778	605,555
2028	460,000	-	73,758	73,758	607,515
2029	480,000	-	64,098	64,098	608,195
2030	500,000	-	53,898	53,898	607,795
2031	520,000	-	43,148	43,148	606,295
2032	545,000	-	31,838	31,838	608,675
2033	570,000	-	19,575	19,575	609,150
2034	300,000	-	6,750	6,750	313,500
<b>Total</b>	<b>7,660,000</b>	<b>-</b>	<b>1,767,368</b>	<b>1,767,368</b>	<b>11,194,735</b>

\$8,645,000 2011 Certificates of Obligation, for street construction and improvements, due in annual installments through March 1, 2034, 3.00% - 4.50%.

## Series 2012 General Obligation Refunding Bonds

General Obligation Refunding Bonds - Series 2012

<b>Fiscal Year</b>	<b>Principal Due 3/1/15</b>	<b>Principal Due 9/1/15</b>	<b>Interest Due 3/1/15</b>	<b>Interest Due 9/1/15</b>	<b>Total</b>
2016	2,755,000	-	307,575	307,575	3,370,150
2017	2,950,000	-	252,475	252,475	3,454,950
2018	3,190,000	-	193,475	193,475	3,576,950
2019	3,320,000	-	145,625	145,625	3,611,250
2020	3,450,000	-	93,750	93,750	3,637,500
2021	2,800,000	-	42,000	42,000	2,884,000
<b>Total</b>	<b>18,465,000</b>	<b>-</b>	<b>1,034,900</b>	<b>1,034,900</b>	<b>20,534,800</b>

\$27,325,000 2012 General Obligation Refunding Bonds, refunding Series 2002 G.O.'s, 2003 G.O.'s and a portion of the 2007 C.O.'s, due in annual installments through March 1, 2028, 2.00% - 4.35%.

## Series 2014 General Obligation Refunding Bonds

General Obligation Refunding Bonds - Series 2014

<b>Fiscal Year</b>	<b>Principal Due 3/1/15</b>	<b>Principal Due 9/1/15</b>	<b>Interest Due 3/1/15</b>	<b>Interest Due 9/1/15</b>	<b>Total</b>
2016	515,000	-	118,200	118,200	751,400
2017	525,000	-	113,050	113,050	751,100
2018	535,000	-	107,800	107,800	750,600
2019	550,000	-	102,450	102,450	754,900
2020	565,000	-	96,950	96,950	758,900
2021	585,000	-	87,063	87,063	759,125
2022	605,000	-	76,825	76,825	758,650
2023	625,000	-	66,238	66,238	757,475
2024	650,000	-	55,300	55,300	760,600
2025	675,000	-	42,300	42,300	759,600
2026	705,000	-	28,800	28,800	762,600
2027	735,000	-	14,700	14,700	764,400
<b>Total</b>	<b>7,270,000</b>	<b>-</b>	<b>909,675</b>	<b>909,675</b>	<b>9,089,350</b>



## Tax Notes—Series 2014

Tax Notes - Series 2014

<b>Fiscal</b>	<b>Principal</b>	<b>Principal</b>	<b>Interest</b>	<b>Interest</b>	
<b>Year</b>	<b>Due 3/1/15</b>	<b>Due 9/1/15</b>	<b>Due 3/1/15</b>	<b>Due 9/1/15</b>	<b>Total</b>
2016	135,000	-	8,500	8,500	152,000
2017	135,000	-	7,150	7,150	149,300
2018	140,000	-	5,800	5,800	151,600
2019	145,000	-	4,400	4,400	153,800
2020	145,000	-	2,950	2,950	150,900
2021	150,000	-	1,500	1,500	153,000
<b>Total</b>	<b>850,000</b>	<b>-</b>	<b>30,300</b>	<b>30,300</b>	<b>910,600</b>

\$985,000 General Obligation Tax Notes were issued in the winter of 2014 (FY15) in order to provide for the purchase of two large apparatus for the Fire Department. This is paid for by general revenues of the City.



**Construction crews work on a new bridge over Interstate 20. The Holland Lake Bridge was part of the Pass-Through Financing projects, and provides access to major retail shopping centers.**



**Capital Project Funds**





Capital projects funds are used to account for the acquisition and construction of major capital facilities other than those financed by proprietary and trust funds. Capital Project budgets are approved by project. Projects may go into different fiscal years, so unused but appropriated funds will roll into the new fiscal year until the project is completed. Upon completion, unused funds will be returned to fund balance totals.



# Operational Impact of Capital Projects

This budget includes funding for continued improvements to the First Monday Grounds, which, at this point. Represents the only long-term capital project the city has funded for FY15. Any bond proceeds remaining from the city's TxDOT projects are encumbered for the final project (see Street Projects on this page).

Additionally, three bond propositions will be voted on in this fiscal year which could add costs. Note that only new dollars are appropriated for capital project funds on an annual basis, while funds that are previously budgeted but were unspent at the end of the fiscal year are rolled over into the new fiscal year.

Additionally, as capital projects are discussed with Council, the ongoing cost implications of those projects are considered.

## First Monday

Improvements to the First Monday Grounds are slated to continue in FY16, which are expected to have an operating impact on future budgets in the Parks & Recreation Department.

Operational Costs Incurred: With the purchase of additional property and other upgrades, the amount of staff time needed to manage events at Heritage Park will increase. Additional utility costs, and potentially new staff members, will be required for these properties as well.

The total estimated cost increase once the project is completed is:

Additional Part-Time Personnel: \$20,000

Additional Utilities Costs: \$6,000

Miscellaneous Costs: \$4,000

Total Projected Operational Impact: \$30,000

At this time, approximately \$8,000 in additional overtime costs has been realized in the FY15 and FY16 Heritage Park budget.

## Street Projects

At this time, all bond proceeds outstanding are for transportation projects are related to the Pass-Through Financing agreement implemented with the Texas Department of Transportation (TxDOT). While the majority of these construction projects have been completed, the city will continue construction of the final project, a frontage road between Bethel Highway and South Bowie Drive during FY16.

During their construction, the Transportation & Public Works (TPW) department is utilizing in-house staff for project management and inspections.

Operational Costs Incurred: Once completed, these assets will become the responsibility of TxDOT. As a result, the city does not expect to incur any additional operating costs once the projects are closed.

## Storm Water

The newly created Storm Water Utility Fund issued debt during FY15 in order to fund long-term drainage rehabilitation projects for the City.

Operational Costs Incurred: This fund is an enterprise fund, and any debt service and rehabilitation projects will be paid for through an increase in the Storm Water Utility Fee. Debt service costs have increased a total of approximately \$240,000 annually, and revenues from the storm water fees have increased \$420,000 annually. Because these expenses represent rehabilitation of existing infrastructure, no increase in operational funding is anticipated.



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# Summary of Capital Projects

## Capital Projects Funds Summary

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**General Capital Projects Fund** - This fund is used to account for capital asset acquisition and construction from general government services.

**Series 2006 CO Fund** - This fund was established to account for proceeds from the issuance of certificates of obligation for design of Holland Lake Park improvements and Causbie Road (Highway 171/51) improvements. Remaining funds are being used for TxDOT projects.

**Series 2007 CO Fund** - This fund was established to account for proceeds from the issuance of certificates of obligation for the TxDOT projects.

**Series 2007 GO Fund** - This fund was established to account for the issuance of a general obligation bond in 2007 for Fire Station No. 4 and street improvement projects. Remaining funds are being used for TxDOT projects.

**Series 2008 CO Fund** - This fund was established to account for proceeds from the issuance of certificates of obligation for transportation projects including BB Fielder East. Remaining funds are being used for TxDOT projects.

**Series 2011 CO Fund** - This fund was established to account for proceeds from the issuance of certificates of obligation for the TxDOT projects.

**Series 2012 CO Fund** - This fund was established to account for proceeds from the issuance of certificates of obligation for the TxDOT projects.

\*As of FY15, all funds except for the General Capital Projects Fund were consolidated into Series 2011 CO Fund.



## General Capital Projects Fund (17)

This fund is used to account for capital asset acquisition and construction from general government services.

	Actual FY13	Actual FY14	Budgeted FY15	Projected FY15	Adopted FY16
<b>Beginning Fund Balance</b>	<b>3,479,896</b>	<b>3,478,082</b>	<b>3,478,082</b>	<b>3,447,037</b>	<b>3,336,492</b>
<u>Revenues</u>					
320 - Grant Revenue	-	12,411	-	-	-
601 - Interest Income	3,953	1,520	4,000	1,000	1,000
605 - Royalties	134,635	116,112	150,000	65,000	65,000
651 - Miscellaneous	-	-	-	8,500	-
822 - Transfer from General Fund	-	-	-	-	-
833 - Transfer from Solid Waste	500,000	450,000	500,000	500,000	550,000
<b>Total Revenues</b>	<b>638,588</b>	<b>580,043</b>	<b>654,000</b>	<b>574,500</b>	<b>616,000</b>
<u>Expenditures</u>					
Town Creek Trail Project	-	-	-	-	-
Transfer to Water/WW	149,516	639,484	-	-	-
Signal at Texas & Washington	-	-	-	-	-
General	76,377	1,420	-	-	-
TxDOT Projects	-	1,520,000	-	-	-
Public Works Service Center	-	-	-	-	-
First Monday Projects	414,509	350,446	685,045	685,045	550,000
<b>Total Expenditures</b>	<b>640,401</b>	<b>2,511,350</b>	<b>685,045</b>	<b>685,045</b>	<b>550,000</b>
Over/(Under)	(1,813)	(1,931,307)	(31,045)	(110,545)	66,000
<b>Ending Fund Balance</b>	<b>3,478,082</b>	<b>1,546,775</b>	<b>3,447,037</b>	<b>3,336,492</b>	<b>3,402,492</b>
Gas Well Royalties Reserve	696,661	173,288	323,288	238,288	303,288
Estimated Remaining Balance (Less Gas Well Royalties)	2,781,422	1,373,487	3,123,749	3,098,204	3,099,204

## Series 2006 CO Fund (39)

This fund was established to account for proceeds from the issuance of certificates of obligation for design of Holland Lake Park improvements and Causbie Road (Highway 171/51) improvements. Remaining funds have been transferred to fund 50 and are being used for TxDOT projects.

	Actual FY13	Actual FY14	Adopted FY15	Projected FY15	Adopted FY16
<b>Beginning Fund Balance</b>	<b>354,030</b>	<b>354,387</b>	<b>20</b>	<b>20</b>	<b>-</b>
<u>Revenues</u>					
Interest Income	357	105	-	-	-
<b>Total Revenues</b>	<b>357</b>	<b>105</b>	<b>-</b>	<b>-</b>	<b>-</b>
<u>Expenditures</u>					
TxDOT Projects	-	354,472	-	20	-
<b>Total Expenditures</b>	<b>-</b>	<b>354,472</b>	<b>-</b>	<b>20</b>	<b>-</b>
Over/(Under)	357	(354,367)	-	(20)	-
<b>Ending Fund Balance</b>	<b>354,387</b>	<b>20</b>	<b>20</b>	<b>-</b>	<b>-</b>

Note: The balance of these funds has been transferred to Fund 50 in order to finish off the outstanding TxDOT funded projects.

# Pass Through Financing Projects

In 2005, the city entered into an agreement with the Texas Department of Transportation (TxDOT) under the Pass Through Financing program (PTF). PTF allows local governments to design, manage, and provide initial funding for projects along TxDOT controlled roadways (state highways, for example). Once completed, TxDOT reimburses the locality based on the usage of the newly constructed roadways, typically on a per-vehicle basis. Under the 2005 agreement, the city began working on the following projects:

**Jack Borden Way (Completed):** Construction of a four-lane concrete urban street from Fort Worth Highway to Santa Fe Drive. An asphalt roadway will continue south from Santa Fe Drive as a four lane section until it merges into Foster Drive. Project elements include a 650 foot bridge over Town Creek and the railroad and traffic signals at Fort Worth Highway and Santa Fe Drive.

**SH171/51 to Causbie (Completed):** Widening and reconstruction of the three lane rural type road from Interstate Highway 20 south through the intersection of Causbie Road. The new road will be a reinforced concrete urban roadway with curbing and a raised median. The new road width will accommodate two lanes of traffic in both north and south directions and have protected left turn bays with free right turn movements onto I-20 and the new BB Fielder Road.

**Grouped IH20 Projects (Completed):** Construction of a new three lane wide urban concrete reinforced frontage road for eastbound and westbound traffic between SH17/FM51 and FM 2552. Includes the addition of a new bridge over I-20 at Holland Lake, the widening of the bridge on SH 171/ FM 51 to a five lane bridge, elevated U-turns at the SH 171/ FM 51 bridge and at the FM 2554 bridge, the relocation of the existing on/off ramps and two new on/off ramps located near the Holland Lake bridge. The new frontage roads will be one-way roads.

**SH171 from IH20 to 1884 (Ongoing):** Widening and reconstruction of the existing three-lane rural type road to a four-lane urban road with a divided median and protected left turn bays at street intersections. Some reconfiguration elements include dual left turn bays at the intersections of Main and College Park Drive and Main and Martin Drive.

**Frontage—1884 to Bowie (Ongoing):** Construction of a new two lane wide urban type concrete reinforced frontage road for both eastbound and westbound traffic between S. Bowie Drive and FM 1884. The project will include the relocation of on/off ramps and traffic signals at S. Bowie Drive and I-20 and FM 1884 and I-20.

Reimbursements began with the completion of Jack Borden Way, and the total collected through FY13 has exceeded initial expectations. TxDOT will continue to reimburse the City of Weatherford until the contractually agreed upon amount has been reached.

## Series 2007 CO Fund (42)

This fund was established to account for proceeds from the issuance of certificates of obligation for the TxDOT projects. Remaining funds have been transferred to fund 50 and are being used for TxDOT projects.

	Actual FY13	Actual FY14	Adopted FY15	Projected FY15	Adopted FY16
<b>Beginning Fund Balance</b>	<b>3,828,679</b>	<b>3,645,976</b>	<b>3,645,976</b>	<b>11,948</b>	<b>-</b>
<u>Revenues</u>					
Interest Income	4,800	1,005	0.09	-	-
Debt Proceeds/Other	-	-	-	-	-
<b>Total Revenues</b>	<b>4,800</b>	<b>1,005</b>	<b>0.09</b>	<b>-</b>	<b>-</b>
<u>Expenditures</u>					
Jack Borden Way	-	-	-	-	-
SH171/51 to Causbie	-	-	-	-	-
Grouped IH20 Projects	4,518	-	-	-	-
WB Frontage - 1884 to Bowie	31,543	-	-	-	-
EB Frontage - 1884 to Bowie	25,374	-	-	-	-
SH171 from IH20 to 1884	64,561	-	-	-	-
TxDOT Projects	-	3,635,033	-	-	-
General Costs	61,507	-	-	11,948	-
Transfer to General Debt Svc	-	-	-	-	-
<b>Total Expenditures</b>	<b>187,503</b>	<b>3,635,033</b>	<b>-</b>	<b>11,948</b>	<b>-</b>
Over/(Under)	(182,703)	(3,634,028)	0.09	(11,948)	-
<b>Ending Fund Balance</b>	<b>3,645,976</b>	<b>11,948</b>	<b>3,645,976</b>	<b>-</b>	<b>-</b>

## Series 2007 GO Fund (43)

This fund was established to account for proceeds from the issuance of certificates of obligation for design of Holland Lake Park improvements and Causbie Road (Highway 171/51) improvements. Remaining funds are being used for TxDOT projects.

	Actual FY13	Actual FY14	Adopted FY15	Projected FY15	Adopted FY16
<b>Beginning Fund Balance</b>	<b>1,618,291</b>	<b>1,619,924</b>	<b>85</b>	<b>85</b>	<b>-</b>
<u>Revenues</u>					
601 - Interest Income	1,633	483	-	-	-
807 - Debt Proceeds	-	-	-	-	-
<b>Total Revenues</b>	<b>1,633</b>	<b>483</b>	<b>-</b>	<b>-</b>	<b>-</b>
<u>Expenditures</u>					
BB Fielder West	-	-	-	-	-
TxDOT Projects	-	1,620,322	-	85	-
<b>Total Expenditures</b>	<b>-</b>	<b>1,620,322</b>	<b>-</b>	<b>85</b>	<b>-</b>
Over/(Under)	1,633	(1,619,839)	-	(85)	-
<b>Ending Fund Balance</b>	<b>1,619,924</b>	<b>85</b>	<b>85</b>	<b>-</b>	<b>-</b>

## Series 2008 CO Fund (45)

This fund was established to account for proceeds from the issuance of certificates of obligation for transportation projects including BB Fielder East. Remaining funds are being used for TxDOT projects.

	Actual FY13	Actual FY14	Adopted FY15	Projected FY15	Adopted FY16
<b>Beginning Fund Balance</b>	<b>819,379</b>	<b>820,204</b>	<b>820,204</b>	<b>45</b>	<b>-</b>
<u>Revenues</u>					
601 - Interest Income	825	-	241	-	-
<b>Total Revenues</b>	<b>825</b>	<b>-</b>	<b>241</b>	<b>-</b>	<b>-</b>
<u>Expenditures</u>					
Transportation Improvements	-	820,400	820,400	45	-
<b>Total Expenditures</b>	<b>-</b>	<b>820,400</b>	<b>820,400</b>	<b>45</b>	<b>-</b>
Over/(Under)	825	(820,400)	(820,159)	(45)	-
<b>Ending Fund Balance</b>	<b>820,204</b>	<b>(196)</b>	<b>45</b>	<b>-</b>	<b>-</b>



## Series 2011 CO Fund (50)

This fund was established to account for proceeds from the issuance of certificates of obligation for the TxDOT projects.

	Actual FY13	Adopted FY14	Adopted FY15	Projected FY15	Adopted FY15
<b>Beginning Fund Balance</b>	<b>6,537,874</b>	<b>1,958,450</b>	<b>5,334,721</b>	<b>5,334,721</b>	<b>8,399</b>
<u>Revenues</u>					
601 - Interest Income	6,044	1,718	8,400	8,400	-
807 - Debt Proceeds	-	-	-	-	-
Interfund Transfers	-	7,510,867	-	-	-
Miscellaneous Income	-		1,604,593	1,604,593	-
<b>Total Revenues</b>	<b>6,044</b>	<b>7,512,585</b>	<b>1,612,993</b>	<b>1,612,993</b>	<b>-</b>
<u>Expenditures</u>					
Debt Issuance Costs	-	-	-	-	-
TxDOT Projects	4,585,468	4,136,314	6,939,315	6,939,315	
S Main IH20 to Bethel	-	-	-	-	-
<b>Total Expenditures</b>	<b>4,585,468</b>	<b>4,136,314</b>	<b>6,939,315</b>	<b>6,939,315</b>	<b>-</b>
Over/(Under)	(4,579,424)	3,376,271	(5,326,322)	(5,326,322)	-
<b>Ending Fund Balance</b>	<b>1,958,450</b>	<b>5,334,721</b>	<b>8,399</b>	<b>8,399</b>	<b>8,399</b>



**Citizens show off their classic cars at the annual Weatherford Blooms festival.**



# Appendix











**Accrual Accounting:** A basis of accounting in which revenues are recognized in the accounting period in which they are earned, and expenses are recognized in the period in which they are incurred.

**Ad Valorem Tax:** A tax assess against property (land, improvements, and personal property) for the purpose of financing general operations of the City and debt service requirements.

**Advanced Refunding:** A transaction in which new debt is issued to provide monies to pay interest on old, outstanding debt as it becomes due, and to pay the principal on the old debt either as it matures or at an earlier call date.

**Allocation:** A part of a lump-sum appropriation, which is designed for expenditures by specific organization units and/or for special purposes, activities, or objects.

**Appraised Value:** The market value of real and personal property located in the City as of January 1 each year, determined by the Parker County Appraisal District.

**Appropriation:** The maximum level of spending for each fund and for each department as authorized annually by the City Council.

**Appropriation Ordinance:** The official enactment by the legislative body by means of which appropriations are given legal effect. It is the method by which the expenditure side of the annual operating budget is enacted into law by the legislative body.

**Assessed Valuation:** A value that is established for real or personal property for use as a basis for levying property taxes. The Parker County Appraisal District establishes property values in Weatherford.

**Assessment Ratio:** The ratio at which tax rate is applied to tax base. State Law currently sets the assessment ratio at 100%.

**Assets:** Resources owned or held by the City, which have monetary value.

**Balanced Budget:** A budget where expenditures are equal

to income or sometimes where expenditures are less than income. A balanced budget can include a planned draw down of fund balances within set guidelines.

**Basis of Accounting:** The timing of recognition, that is, when the effects of transactions or events should be recognized for financial reporting purposes.

**Bond:** A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date in the future, call the maturity date, together with periodic interest at a specified rate. The most common types of bonds are general obligation and revenue bonds. There are most frequently used for construction of large capital projects, such as buildings, streets and bridges.

**Budget:** A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year.

**Budget Calendar:** The schedule of key dates or milestones, which the City departments follow in the preparation, adoption and administration of the budget.

**Budget Document:** The instrument used by the budget-making authority to present a comprehensive financial plan of operations to the City Council.

**Budgetary Control:** The control or management of a governmental or enterprise fund in accordance with an approved budget to keep expenditures within the limitations of available appropriations of revenue.

**Capital Budget:** A plan for the financing and completion of designated capital projects, financed for the most part with proceeds from general obligation bond issues. The "capital improvements program" is similar multi-year plan, which includes the year covered by the "capital budget".

**Capital Projects Fund:** A fund created to account for financial resources to be used for the acquisitions or the construction of major capital facilities or equipment.

**Capital Outlay:** type of expenditure within the budget,

which results in the acquisition of an asset which has a value of at least \$5,000 and a useful life of more than one year.

**Certificate of Obligation:** A type of municipal debt that is unconditionally backed that can be issued without voter approval, usually by a vote of the City Council. Often used for smaller projects.

**City Charter:** The document of a home rule City similar to a constitution, which established the City's government structure and provides for the distribution of powers and duties among the various branches of government.

**City Council:** The Mayor and four (4) Council members collectively acting as the legislative and policymaking body of the City.

**Comprehensive Annual Financial Report (CAFR):** This report is published to provide to the Council, the representatives of financial institutions, our citizens and other interested persons, detailed information concerning the financial condition of the City government.

**Contractual Services:** The cost related to services performed for the City by individuals, business, or utilities.

**Current Refunding:** A refunding transaction in which the proceeds of the refunding debt are applied immediately to redeem the debt to be refunded.

**Current Taxes:** Property taxes that are levied and due within one year.

**Debt Service:** The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

**Debt Service Fund:** A fund established to account for the accumulation of resources for the payment of principal and interest on long term debt. May also be called Interest and Sinking Fund.

**Delinquent Taxes:** Taxes that remain unpaid on and after the date which penalty for non-payment is attached.

**Department:** A major administrative organizational unit of

the City, which indicates overall management responsibility for one or more divisions.

**Depreciation:** The portion of the cost of a fixed asset charged as an expense during a particular period. In accounting for depreciation, the cost of a fixed asset, less any salvage value, is prorated over the estimated service life of such an asset. Through this process, the entire cost of the asset is ultimately charged off as an expense.

**Division:** A minor administrative organizational unit of the City, which indicates overall management responsibility for one or more activities.

**Effectiveness:** The degree to which an entity, program, or procedure is successful at achieving its goals and objectives.

**Effective Tax Rate:** State law in Texas prescribes a formula for calculating the effective tax rate for cities. The net effect of the formula is to produce a tax rate that decreases when property values rise because of inflation and vice versa. The intent is to generate a rate that produces approximately the same revenue as the year before. The formula does make adjustments for newly annexed property and newly constructed property for the effective tax rate calculation; however, for notice and hearing requirements, the benefit of new growth is excluded.

**Efficiency:** The degree to which an entity, program, or procedure is successful at achieving its goals and objectives with the least use of scarce resources.

**Encumbrances:** Obligations in the form of purchase orders and contracts, which are chargeable to an appropriation and for which a part of the appropriation is reserved because the goods or services have not been received. When paid, the encumbrance is liquidated.

**Enterprise Fund:** A governmental accounting fund in which the services provided are financed and operated similarly to those of a private business. The rate schedules for these services are established to insure that revenues are adequate to meet all necessary expenditures.



**Estimated Revenue:** The amount of projected revenues to be collected during the fiscal year.

**Expenditure:** Decreases in net financial resources. Expenditures include current operating expenses require the present or future use of net current assets, debt service and capital outlay.

**Expenses:** This term refers to the outflows or other using up of assets or incurrence of liabilities from rendering services or carrying out other activities that constitute the City's major operations.

**Fiduciary Fund:** A fund used to report and record assets held in trust or as in an agency capacity for others.

**Fiscal Management Policy Statements:** Financial policies are used to enable the City to achieve a sound financial position. They are in writing and are periodically updated and endorsed.

**Fiscal Year:** The 12-month period covered by the budget. For the City of Weatherford, the fiscal year begins October 1 and ends September 30.

**Fixed Assets:** Assets of long-term character, which are intended to continue to be held or used, such as buildings, machinery and equipment.

**Franchise Fee:** A fee paid by public service utilities for use of public property in providing their services to the citizens of the community.

**Fund:** An accounting entity with a separate set of self-balancing accounts, which comprise its assets, liabilities, fund balances, revenues and expenditures.

**Fund Balance:** The assets of a fund less liabilities, as determined at the end of each fiscal year. Any reservations of fund balance are deducted to result in an "unreserved fund balance".

**Fund Type:** In governmental accounting, all funds are classified into eight fund types: General, Special Revenue, Debt Service, Capital Projects, Special Assessment, Enterprise, Internal Service, and Trust and Agency.

**GAAP:** Generally accepted accounting principles as determined through common practice or as promulgated by the Governmental Accounting Standards Board, Financial Accounting Standards Board, or various other accounting standard setting bodies.

**General Fund:** The General Fund accounts for most of the financial resources of the government. General Fund revenues include property taxes, licenses and permits, local taxes, service charges, and other types of revenue. This fund usually includes most of the basic operating services, such as fire and police protection, park and recreation, library, public works and general administration.

**General Obligation Bonds:** Bonds that finance a variety of public projects, which pledge the full faith and credit of the City.

**Governmental Accounting Standards Board:** The ultimate authoritative accounting and financial reporting standard – setting body for state and local governments.

**Governmental Fund:** A fund used to account for mainly tax-supported activities.

**Impact Fees:** Fees charged to developers to cover, in whole or in part, the anticipated cost of improvements that will be necessary as a result of the development.

**Infrastructure:** The underlying permanent foundation or basic framework.

**Interest and Sinking Fund:** See Debt Service Fund.

**Interest Earnings:** The earnings from available funds invested during the year in investments authorized by the City of Weatherford Investment Policy.

**Interfund Transfer:** Amounts transferred from one fund to another.

**Internal Service Fund:** A fund used to account for the financing of goods or services provided by one department to another on a cost reimbursement basis.

**Investments:** Securities, bonds and real property (land or buildings) held for the production of revenues in the form

of interest, dividends, rentals or lease payments. The term does not include fixed assets used in the normal course of governmental operations.

**Levy:** To impose taxes, special assessments, or service charges for the support of the City services.

**Liabilities:** Debt or other legal obligations arising out of transactions in the past, which must be liquidated, renewed or refunded at some future date.

**Long-term Debt:** Debt with a maturity of more than one year after the date earmarked for its retirement.

**Maintenance & Operations (M&O):** Represents the portion of taxes assessed for the maintenance and operations of the General Fund Services.

**Materials and Supplies:** Expendable materials and operating supplies necessary to conduct departmental activity.

**Modified Accrual Accounting:** A basis of accounting in which revenues are recognized in the accounting period when they become available and measurable. Expenditures are recognized in the accounting period in which the fund liability is incurred.

**Net Bonded Debt:** Gross bonded debt less any cash or other assets available and earmarked for its retirement.

**Non-Departmental Expense:** Expenses that benefit the fund as a whole rather than a particular department within the fund.

**Operating Budget:** A financial plan outlining estimated revenues and expenditures and other information for a specified period (usually a fiscal year). The "proposed budget" is the financial plan presented by the City Manager for consideration by the City Council, and the "adopted budget" is the financial plan ultimately approved and authorized by the City Council.

**Ordinance:** A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a State statute or constitutional provision, it has the full force and effect of law within the

boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Revenue raising measures, such as the imposition of taxes, special assessments and service charges, universally require ordinances. Ordinances and other legislation are not passed until the plans for and costs of endorsements are known.

**Overlapping Debt:** Proportionate share that property within a government must bear of the debts of other local governments located wholly or in part within the geographic boundaries of the reporting government.

**Paying (Fiscal) Agent Fee:** Fee paid to the financial institution that receives and disburses bond payments made on the City's debt obligations.

**Per Capita Costs:** The cost of service per person. Per capita costs are based on the population estimates provided by the North Texas Council of Governments.

**Performance Measures:** Specific quantitative measures of work performed within a City department.

**Personnel Services:** The costs associated with compensating employees for their labor. This includes salaries and fringe benefits.

**Proprietary Fund:** A fund to account for activities that focus on operating income and cash flows. Such activities are often business like whether internal or external in operations to the organization.

**Refunding:** The issuance of new debt whose proceeds are used to repay previously issued debt.

**Reserve:** An account used to indicate that a portion of a fund balance is restricted for a specific purpose.

**Revenues:** All amounts of money earned or received by the City from external sources.

**Revenue Bonds:** Bonds usually sold for constructing a project that will produce revenue for the governmental entity. All or part of the produced revenue is used to pay the

principle and interest of the bond.

**SCADA:** Supervisory Control and Data Acquisition is an automated system that is the normal daily means of water system operation. This automated system records flow data, operates pumps and valves.

**Special Revenue Fund:** A governmental fund, which is used to account for activities in which a specific revenue source is legally restricted for a specific activity.

**Tap Fees:** Fees charged to join or to extend an existing utility system.

**Tax Anticipation Notes:** Short-term, interest bearing note issued by a government in anticipation of tax revenues to be received at a later date.

**Taxes:** Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. The term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges as, for example, sewer service charges.

**Tax Levy:** The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

**Tax Rate:** An amount applied to the taxable value of assessed property, expressed as so many cents per \$100 of assessed property.

**Tax Roll:** The official list of taxable property for a given tax year and the amount of taxes levied against each taxpayer.

**Texas Municipal Retirement System (T.M.R.S.):** An agent multiple-employer public retirement system. Weatherford provides pension benefits for all permanent employees through a joint contributory plan in the state wide Texas Municipal Retirement System.

**Utility Franchise Tax:** A tax paid by the utilities for a special privilege granted by the Weatherford City Council, permitting the continued use of public property, such as city

streets, and usually involving the elements of monopoly and regulation.

**Warrants:** A legal writ authorizing an officer to make an arrest, seizure, or search.

# Financial Management Policy Statement

These policy statements were prepared to provide a framework for fiscal decision-making to ensure that financial resources are available to meet the present and future needs of the citizens of Weatherford.

## The benefits of a financial policy are:

- Improve and streamline the decision-making process by allowing elected officials and staff to consider approaches to financial management from a long-term perspective.
- Enhanced credibility with the public, investors, and bond rating agencies.
- Provide a sense of continuity as changes occur in elected officials and staff.
- Provide a means for dealing with fiscal emergencies.

Financial policies should be reviewed periodically by the City Council and revised and updated as necessary.

## The following are the fiscal objectives of this policy:

**Revenues:** Design, maintain, and administer revenues that will ensure reliable, equitable, and sufficient amounts to support desired services.

- A. **Balance and Diversify Revenue Sources:** Maintain a balanced and diversified revenue system to avoid fluctuations in any one source due to changes in economic conditions that adversely impact that source.
- B. **Property Tax Revenues:** Strive to reduce reliance on property tax revenues by implementation of user fees, economic development, and revenue diversification.
- C. **User fees:** Establish and collect fees to recover the costs for services that benefit specific users. When feasible, the City shall recover full direct and indirect costs. These fees should be reviewed on a regular basis to calculate full cost recovery levels, compare them with current structures, and recommend adjustments when necessary.
- D. **Utility/Enterprise Fund Service Fees:** Utility rates shall be set at sufficient levels to recover operating expenditures, meet debt obligations, provide funding for capital improvements, and provide an adequate level of working capital.

- E. **Administrative Service Charges:** An annual administrative service charges due to or from the General Fund from enterprise and special revenue funds for overhead and staff support shall be established.
- F. **Revenue Estimates for Budgeting:** A conservative, objective, and analytical approach shall be used when preparing revenue estimates. This should include an analysis of probable economic changes, historical collection rates, and trends in revenues. This should maintain a stable level of services, and reduce the probability of actual revenues being short of budget estimates.
- G. **Revenue Collection:** The revenue system should be as simple as possible in order to expedite payments. Since a revenue should exceed the cost of producing it, administrative costs should be controlled and reduced as much as possible. The City shall pursue to the full extent allowed by law all delinquent taxpayers and others overdue in their payments to the City.
- H. **One-Time and/or Unpredictable Revenues:** One-time and/or unpredictable revenues shall only be used for non-recurring capital equipment purchases or retained in fund balance or working capital balances. At no time may the funds be used for recurring costs (salaries, dues, etc...), except for cases of emergency as defined by City Council.

**Expenditures:** Prioritize services, establish appropriate levels of service, and administer the resources to ensure that fiscal stability is attained and that services are delivered in an effective, efficient manner.

- A. **Current Funding Basis:** Expenditures shall be budgeted and controlled to not exceed current revenues plus the planned use of fund balance accumulated through prior year saving. (Use of fund balance discussed in another section).

- B. **Operating Deficits:** Immediate corrective action should be taken if at any time during a fiscal year expenditures are projected to be greater than projected revenues at year-end. Corrective actions could include, but are not limited to expenditure reductions, fee increases, or use of fund balances. Short-term loans, use of one-time revenue sources, or expenditure deferral to the following fiscal year should be avoided.
- C. **Capital Asset Maintenance:** As resources are available each year, capital assets and infrastructure should be maintained at sufficient levels to minimize future replacement and repair costs, to continue prescribed service levels and to protect the City's investment in the assets. Capitalization of capital asset shall only occur with assets that have a useful life of at least two years following the date of acquisition, are applied to individual items purchased only and only grouped like assets if it is a material portion of total capital assets, and is not less than \$5,000 for any individual item. Assets shall be reasonably safeguarded, properly accounted for, and prudently insured.
- D. **Program Reviews:** Periodic staff and third-party reviews of programs should be made to ensure efficiency and effectiveness. Privatization and contracting with other governmental agencies should be considered as alternative approaches for service delivery. Programs that are determined to be inefficient or ineffective should be eliminated.
- E. **Purchasing:** Every effort should be made to maximize discounts offered by vendors. Competitive bidding should be used to receive the most advantageous prices on good and services. All State and local purchasing policies and laws shall be followed. See City of Weatherford Purchasing Procedures under a separate cover. The use of co-ops and/or interlocal agreements that have already been competitively bid may be used and are even preferred methods of procurement at times.

**Fund Balances/Working Capital:** Maintain fund balances/working capital in the various funds at sufficient levels to protect the creditworthiness of the City, mitigate current and future risks, and to ensure stable rates.

- A. **Governmental Fund's Fund Balance Categories:** City fund balances are divided and designated into various categories based on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in a fund can be spent.

- 1. **Non-Spendable Fund Balance** are amounts of the City's fund balance that are:
  - i. not in a spendable form including inventory and prepaid items,
  - ii. cannot be converted to cash within the current period including long-term portion of loans receivable and non-financial assets held for resale, or
  - iii. are required to be maintained intact pursuant to legal or contractual requirements including an endowment or permanent fund.

The City has various amounts of non-spendable monies in various funds but only has one permanent fund and it is the Permanent Library Fund.

- 2. **Restricted Fund Balance** are amounts of the City's fund balance that reflect resources that are subject to externally enforceable legal restrictions including those imposed by:
  - i. creditors (through debt covenants),
  - ii. grantors,
  - iii. contributors, and
  - iv. other government's legislation or regulations.

City Special Revenue Funds that fall in this category shall maintain a positive restricted fund balance and those same funds that pay any personnel services shall maintain a target twenty percent (20%) of operating budget in restricted fund balance. This



twenty percent (20%) fund balance should only be used in emergency situations where mid-year unanticipated budgetary shortfalls in excess of ten percent (10%) of fund revenues arise. Should the use reduce the balance below the appropriate level of unassigned funds, recommendations will be made on how to restore the balance to its appropriate level in a timely manner. The balance must be restored to its appropriate level within one fiscal year. Restricted special revenue funds of the City include State/Federal Forfeiture Funds, Hotel/Motel Tax Fund, Municipal Court Technology Fund, Municipal Court Building Security Fund, Juvenile Case Manager Fund, SFX Grant Fund, and Weatherford Aerospace Grant Fund. Other restricted funds include all capital bond issuance funds and the General Debt Service Fund.

3. Committed Fund Balance are the amounts of the City's fund balance that represent resources whose use is constrained by limitations of the City Council and that remain binding unless removed, modified, or rescinded by the City Council prior to the last day of the fiscal year for which the commitment is made.

- i. Stabilization Arrangement for General Fund: It is the goal of the City to achieve and maintain a minimum of committed fund balance in the general fund of 90 days of the operating budget for that fiscal year. This amount is annually and formally, through this policy, set aside for use in emergency situations where mid-year unanticipated budgetary shortfalls in excess of ten percent (10%) of fund revenues arise or an unforeseen event occurs that costs the City more than five percent (5%) of budget appropriations. Should the use reduce the balance below the appropriate level of committed funds, recommendations will be made on how to restore the balance to its appropriate level in a timely manner. The balance must be restored to its appropriate

level within one fiscal year.

- ii. Other Post Employee Benefit Committed Fund Balance: This amount is annually and formally, through this policy, set aside by the amount appropriated through the budget ordinance, for each fund applicable for use to pay current and/or future other post employee benefits.
- iii. Other Fund Committed Fund Balances: Funds created by the City for a specific service or purpose shall retain in each of those specific funds its remaining fund balance for use only in compliance with original purpose of the fund and/or revenue source. Any special revenue funds that pay any personnel services shall maintain a target twenty percent (20%) operating budget committed fund balance. This twenty percent (20%) fund balance should only be used in emergency situations where mid-year unanticipated budgetary shortfalls in excess of ten percent (10%) of fund revenues arise. Should the use reduce the balance below the appropriate level of committed funds, recommendations will be made on how to restore the balance to its appropriate level in a timely manner. The balance must be restored to its appropriate level within one fiscal year. Committed funds include Weatherford Beautification Fund, Chandor Gardens Fund, Library Fund, Animal Shelter Fund, General Capital Projects Fund, Park Development Fund, and Park Special Revenue Fund.
4. Assigned Fund Balance are those amounts of the City's fund balance that reflect the government's intended use of resources. This would include any future appropriation amounts of fund balance. The City Council has authorized the City Manager as the official authorized to assign fund balance to a specific purpose but retains the power of final appropriation of those funds.

5. Unassigned Fund Balance are those amounts of the City's fund balance that are excess of what can properly be classified in one of the previous four categories. These funds are available for any purpose. Unassigned fund balance shall be held to mitigate financial risk that can occur from unforeseen revenues fluctuations and unanticipated expenditures, and provide cash flow for the City's general operations. Annual amounts may vary pending tolerable risk associated with volatility of the economy or exposure to natural risks. Fund unassigned balance should be used only for emergencies, major capital purchases or non-recurring expenditures that cannot be provided by savings in the current year.
- B. Order of Expenditure of Fund Balance: When multiple categories of fund balance are available for expenditure, the City will start with the most restricted category and spend those funds first before moving to the next category with available funds.
  - C. If amounts in a non-spendable form would someday convert into a spendable form and those funds would then be restricted by one of the fund balance categories listed in this policy, those assets should always be classified into that category.
  - D. Working Capital of Proprietary Funds: Positive working capital shall be maintained in enterprise operating funds in order to ensure that sufficient reserves are available for emergencies and revenue shortfalls. In the Municipal Utility Fund an operating reserve will be established and maintained at 60 days of the fiscal year's budget established for operations and maintenance (total budget less debt service and capital project expenditures). Consideration shall be made in the future to increase the number of days in the Utility Fund once rate structure is fully implemented. In the Solid Waste Enterprise Fund an operating reserve will be established and maintained at 90 days for the fiscal year's budget established for maintenance and operations. This reserve should only be used in emergency situations where mid-year unanticipated budgetary shortfalls in excess of ten percent (10%) of fund revenues arise or an unforeseen event occurs that costs the City more than five percent (5%) of budget appropriations. Should the reserve fall below the acceptable level, recommendations will be made on how to restore the reserve to its appropriate level in a timely manner. The reserve must be restored to its appropriate level within one fiscal year.
- Capital Expenditures and Improvements:** Review and monitor the condition of capital equipment and infrastructure, establish priorities for replacement and repair based on needs and availability of resources.
- A. Capital Improvement Planning Program: An annual review of the need for capital improvements and equipment should be conducted to evaluate the current status of the infrastructure, replacement and repair and any potential new projects. All projects, both ongoing and proposed, shall be prioritized based on an analysis of current needs and resource availability. All operations, maintenance, and replacement costs should be listed for every capital project.
  - B. Scheduled Replacement of Capital Assets: An annual schedule should be prepared for the replacement of non-infrastructure capital assets. As resources are available, these assets shall be replaced according to the schedule.
  - C. Capital Expenditure Financing: There are three methods of financing capital requirements:
    1. Budget funds from current revenues.
    2. Use funds from fund balance/working capital as allowed.
    3. Borrow money through debt.

Debt financing includes general obligations bonds, revenue bonds, certificates of obligation, tax notes, and lease/purchase agreements. Guidelines for assuming debt are established in the Debt Policy Statements.

- D. Capital Projects Reserve Fund: A fund can be established and maintained to accumulate proceeds from the sale of real property, and transfers from the General Fund unassigned fund balance. This fund should be used to pay for capital improvements and equipment with an expected life of greater than 10 years.

**Debt:** Establish guidelines for debt financing that will provide capital equipment and infrastructure improvements while minimizing the impact of principal and interest payments on current revenues.

- A. Use of Debt Financing: Debt financing, including general obligation bonds, revenue bonds, certificates of obligation, tax notes, and lease/purchase agreements shall be used only when capital assets cannot be financed from current revenues or when the useful life of the asset or project exceeds the payout schedule of any debt.
- B. Assumption of Additional Debt: Additional tax supported debt should not be assumed without conducting an analysis to determine the community's ability to support additional debt service payments.
- C. Affordability Targets: An objective analytical approach should be used to determine whether or not new general-purpose debt can be assumed beyond what is retired each year. Generally accepted standards of affordability should be used in the analysis. These include debt per capita, debt as a percent of taxable value or revenue source, debt service payments as a percent of current revenues and current expenditures, and the level of overlapping net debt of all local taxing jurisdictions. The direct costs and benefits of the proposed expenditures should be examined. The decision to assume new debt should be based on the costs and benefits plus the ability to assume the new debt without detriment to the City or its citizens.
- D. Debt Structure: Debt payments should be structured to ensure level repayment. Level payment schedules improve budget planning

and financial management.

- E. Bond Coverage Ratios and Reserves: Bond covenant requirements shall be followed completely.
- F. Competitive v. Negotiated: The City will analyze on a per issue and market basis the desire to utilize competitive versus negotiated sale of bonds.

**Budget:** An annual strategic planning session at the start of the budget process in the early spring should occur. The City Manager shall prepare and submit to the governing body, prior to the beginning of each fiscal year, a budget of estimated income and proposed expenditures for the ensuing year, showing in as much detail as practicable the estimated amount required for the efficient operation of each department of the city government under his/her supervision and the reason for such estimated expenditures and be responsible for its administration after adoption. The submitted budget shall be a balanced budget with operating current revenues, exclusive of beginning resources, greater than or equal to operating expense / expenditures with consideration of previously stated use of one-time / unpredictable revenues, use of available fund balances, and the inclusion of sufficient fund balances as stated.

**Investments:** Invest the City's operating cash to ensure its safety, provide for necessary liquidity, insure public trust, and optimize yield.

Funds of the City should be invested in accordance with the City of Weatherford Investment Policy, which is under a separate cover, so as to ensure the absolute safety of principal and interest, to meet the liquidity needs of the City, insure public trust, and to optimize yield. Interest earned from investments shall be distributed to the operating and other City funds from which the money was provided.

**Fiscal Monitoring:** Prepare and present regular reports that analyze, evaluate, and forecast the City's

financial performance and economic condition.

- A. **Financial Status and Performance Reports:** Monthly reports showing the cumulative income and expenditures of each department for the preceding months, and a comparison of such monthly expenditures by department with the monthly allowances made for such departments in the annual budget and outlining any remedial actions necessary to maintain the City's financial position shall be prepared for review by the City Manager and the City Council.

ment conducive to good internal controls. Each Department Manager is responsible to ensure that good internal controls are followed throughout his/her department, that any and all guidelines on accounting and internal controls are implemented, and that all auditor recommendations are addressed. These policy statements were prepared to provide a framework for fiscal decision-making to ensure that financial resources are available to meet the present and future needs of the citizens of Weatherford.

**Financial Consultants:** With available resources, employ the assistance of qualified financial advisors and consultants, as needed, in the management and administration of the City's financial functions.

These areas include but are not limited to investments, debt administration, financial accounting systems, program evaluations and financial impact modeling. Advisors should be selected on a competitive basis using objective questionnaires and requests for proposals based on the scope of the work to be performed.

**Accounting, Auditing and Financial Reporting:**

Comply with prevailing federal, state and local regulations. Conform to generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants (AICPA), and the Government Finance Officers Association (GFOA).

- A. External auditor rotation is not required but the City should circulate requests for proposals for audit services at least every five years.
- B. Internal auditing should be performed as necessary, as risks warrant, and expanded as resources permit.

**Internal Controls:** Provide reasonable assurance that assets are safeguarded against loss from unauthorized use or disposition. At all times the City shall maintain an environ-

# Decision Packages

## City Manager's Office - General Fund

Division	Desc	Ongoing	One-Time	Total
City Manager	Retiree Cost	\$ 6,780	\$ 143,178	\$ 149,958
City Manager	Contingency	\$ -	\$ 130,000	\$ 130,000
City Manager	ECM	\$ 6,699	\$ 29,034	\$ 35,733
City Manager	Emergency Management Program	\$ 21,000	\$ -	\$ 21,000
City Manager	Part-Time PR Assistant	\$ 17,951	\$ -	\$ 17,951
City Manager	Payroll Increase	\$ 10,945	\$ -	\$ 10,945
City Manager	GovQA	\$ 3,000	\$ 2,000	\$ 5,000
City Manager	Citizen's University	\$ 3,000	\$ -	\$ 3,000
City Manager	Youth Advisory Council	\$ 2,000	\$ -	\$ 2,000
City Manager	Municode	\$ 500	\$ -	\$ 500
Consumer Health	Part-Time Office Asst	\$ 18,420	\$ -	\$ 18,420
Consumer Health	Digital Health Inspection Ap	\$ -	\$ 16,445	\$ 16,445
Consumer Health	Contract Health Insp	\$ 4,000	\$ -	\$ 4,000
Consumer Health	Mosquito Testing	\$ 3,000	\$ -	\$ 3,000
Consumer Health	2% Cost of Living Increase	\$ 1,163	\$ -	\$ 1,163
		\$ 98,459	\$ 320,657	\$ 419,116

## Economic Development - General Fund

Division	Desc	Ongoing	One-Time	Total
Economic Development	Full-Time Assistant	\$ 46,676	\$ -	\$ 46,676
Economic Development	Payroll Increase	\$ 2,605	\$ -	\$ 2,605
		\$ 49,281	\$ -	\$ 49,281

## Finance - General Fund

Division	Desc	Ongoing	One-Time	Total
Municipal Court	Marshall	\$ 26,440	\$ 5,000	\$ 31,440
Office of Management & Budget	Part-Time Intern	\$ 17,099	\$ -	\$ 17,099
Accounting	Payroll Increase	\$ 4,406	\$ -	\$ 4,406
Administration	Payroll Increase	\$ 3,953	\$ -	\$ 3,953
Municipal Court	Payroll Increase	\$ 3,902	\$ -	\$ 3,902
Municipal Court	Travel	\$ 3,000	\$ -	\$ 3,000
Municipal Court	Certification Pay	\$ 2,100	\$ -	\$ 2,100
Municipal Court	Seminars	\$ 2,000	\$ -	\$ 2,000
Office of Management & Budget	Payroll Increase	\$ 1,899	\$ -	\$ 1,899
		\$ 64,800	\$ 5,000	\$ 69,800



**Fire Department - General Fund**

<b>Division</b>	<b>Desc</b>	<b>Ongoing</b>	<b>One-Time</b>	<b>Total</b>
Fire	Payroll Increase	\$ 207,089	\$ -	\$ 207,089
Fire	3 New Firefighters	\$ 198,443	\$ -	\$ 198,443
Fire	Move Payment of Tax Notes to Non-Departmental	\$ (160,000)	\$ -	\$ (160,000)
Fire	Contribution to Fleet Fund	\$ 80,385	\$ -	\$ 80,385
Fire	Regional Fire Dispatch	\$ 75,000	\$ -	\$ 75,000
Fire	Retiree Cost	\$ 13,560	\$ 61,275	\$ 74,835
Fire	Motorola Radios	\$ -	\$ 34,100	\$ 34,100
Fire	Heart Monitor/AED	\$ -	\$ 12,500	\$ 12,500
Fire	Medical Surveillance	\$ 7,900	\$ -	\$ 7,900
Fire	Utility Trailer	\$ -	\$ 7,000	\$ 7,000
Fire	Parts and Labor	\$ 3,883	\$ -	\$ 3,883
Fire	Ladder Testing	\$ 500	\$ -	\$ 500
		<b>\$ 426,760</b>	<b>\$ 114,875</b>	<b>\$ 541,635</b>

**Human Resources - General Fund**

<b>Division</b>	<b>Desc</b>	<b>Ongoing</b>	<b>One-Time</b>	<b>Total</b>
Human Resources	Payroll Increase	\$ 5,592	\$ -	\$ 5,592
		<b>\$ 5,592</b>	<b>\$ -</b>	<b>\$ 5,592</b>

**Information Technology - General Fund**

<b>Division</b>	<b>Desc</b>	<b>Ongoing</b>	<b>One-Time</b>	<b>Total</b>
Information Technology	Core Network Upgrades	\$ -	\$ 125,000	\$ 125,000
Information Technology	Backup Capacity Increase	\$ -	\$ 40,000	\$ 40,000
Information Technology	Office 365	\$ 11,500	\$ 16,000	\$ 27,500
Information Technology	Data Storage and Management	\$ -	\$ 24,500	\$ 24,500
Information Technology	Retiree Cost	\$ 6,780	\$ 17,025	\$ 23,805
Information Technology	Electric Scada server replacement schedule	\$ 20,000	\$ -	\$ 20,000
Information Technology	Payroll Increase	\$ 11,214	\$ -	\$ 11,214
Information Technology	Large Format Plotter	\$ 1,200	\$ 10,000	\$ 11,200
Information Technology	Milsoft	\$ 9,876	\$ -	\$ 9,876
Information Technology	ESRI Upgrade	\$ -	\$ 9,000	\$ 9,000
Information Technology	Utilisphere Support	\$ 6,196	\$ -	\$ 6,196
Information Technology	ROAM Support	\$ 4,500	\$ -	\$ 4,500
Information Technology	SCADA Ignition Software and Support	\$ 4,447	\$ -	\$ 4,447
Information Technology	10 Additional TrakIt Licenses	\$ 4,000	\$ -	\$ 4,000
Information Technology	Boards, Comms, Committs Management Tool	\$ 3,600	\$ -	\$ 3,600
Information Technology	Facility Dude Support	\$ 3,420	\$ -	\$ 3,420
Information Technology	Cityworks 2014 Upgrade	\$ -	\$ 2,400	\$ 2,400
		<b>\$ 86,733</b>	<b>\$ 243,925</b>	<b>\$ 330,658</b>

## Decision Packages (cont.)

### Library Services - General Fund

Division	Desc	Ongoing	One-Time	Total
Library	PEACH Program	\$ -	\$ 38,394	\$ 38,394
Library	Payroll Increase	\$ 13,877	\$ -	\$ 13,877
Library	Books	\$ 5,016	\$ -	\$ 5,016
Library	Replace Return Chutes	\$ -	\$ 5,000	\$ 5,000
Library	Software Maintenance	\$ 3,751	\$ -	\$ 3,751
Library	Mount Pleasant Oral History Kiosk	\$ -	\$ 1,500	\$ 1,500
Library	Database Fees	\$ 713	\$ -	\$ 713
Library	Audiovisual Materials	\$ 644	\$ -	\$ 644
Library	Periodicals	\$ 369	\$ -	\$ 369
		\$ 24,370	\$ 44,894	\$ 69,263

### Municipal & Community Services - General Fund

Division	Desc	Ongoing	One-Time	Total
	Old City Hall Elevator; \$60k ongoing base fac			
Facilities Maintenance	maint.	\$ 60,000	\$ -	\$ 60,000
Fleet	Retiree Cost	\$ 6,780	\$ 47,510	\$ 54,290
Animal Services	Animal Care Technician	\$ 40,311	\$ -	\$ 40,311
Facilities Maintenance	Old City Hall Security Access	\$ -	\$ 33,000	\$ 33,000
Facilities Maintenance	Old City Hall Lower Roof	\$ -	\$ 25,000	\$ 25,000
Facilities Maintenance	Old City Hall Remodel	\$ -	\$ 20,500	\$ 20,500
Facilities Maintenance	Park Maintenance Shop Roof	\$ -	\$ 19,500	\$ 19,500
Animal Services	Medical Best Practices	\$ -	\$ 18,000	\$ 18,000
Facilities Maintenance	Old City Hall Carpet	\$ -	\$ 16,000	\$ 16,000
Animal Services	Med/Surg Equipment and Renovation	\$ -	\$ 14,200	\$ 14,200
Facilities Maintenance	Old City Hall Security Access	\$ -	\$ 13,000	\$ 13,000
Facilities Maintenance	City Hall ADA improvements	\$ -	\$ 12,000	\$ 12,000
Animal Services	Payroll Increase	\$ 10,493	\$ -	\$ 10,493
Facilities Maintenance	City Hall Brick Wall	\$ -	\$ 10,000	\$ 10,000
Animal Services	Overtime	\$ 9,000	\$ -	\$ 9,000
Facilities Maintenance	City Hall A/C balance	\$ -	\$ 8,000	\$ 8,000
Facilities Maintenance	Old City Hall Security Doors	\$ -	\$ 8,000	\$ 8,000
Facilities Maintenance	Parks Maintenance Shop Restroom	\$ -	\$ 8,000	\$ 8,000
Facilities Maintenance	City Hall Security Doors	\$ -	\$ 6,000	\$ 6,000
Facilities Maintenance	2% Cost of Living Increase	\$ 4,999	\$ -	\$ 4,999
Facilities Maintenance	City Hall East Side Stairs	\$ -	\$ 4,000	\$ 4,000
Facilities Maintenance	City Hall Fire Bell Wall Stairway	\$ -	\$ 3,000	\$ 3,000
Animal Services	Uniforms	\$ 2,500	\$ -	\$ 2,500
Facilities Maintenance	Cherry Park Electrical	\$ -	\$ 2,500	\$ 2,500
Fleet	2% Cost of Living Increase	\$ 2,402	\$ -	\$ 2,402
Facilities Maintenance	Facility Dude Software	\$ 2,376	\$ -	\$ 2,376
Administration	2% Cost of Living Increase	\$ 2,021	\$ -	\$ 2,021
Animal Services	Food/Meals for Volunteers	\$ 1,750	\$ -	\$ 1,750
		\$ 142,633	\$ 268,210	\$ 410,843

**Non-Departmental - General Fund**

<b>Division</b>	<b>Desc</b>	<b>Ongoing</b>	<b>One-Time</b>	<b>Total</b>
Non-Departmental	Tax Incentive Reserve	\$ -	\$ 300,000	\$ 300,000
Non-Departmental	Payment for 2015 Tax Notes (reduction from Fire Dept.)	\$ 152,000	\$ -	\$ 152,000
Non-Departmental	Contribution to Retiree Payout Reserve	\$ 150,956	\$ -	\$ 150,956
Non-Departmental	Unallocated Contribution to Fleet Fund	\$ 53,754	\$ -	\$ 53,754
Non-Departmental	Increase in payment to Parker Appraisal District	\$ 20,100	\$ -	\$ 20,100
		<u>\$ 376,810</u>	<u>\$ 300,000</u>	<u>\$ 676,810</u>

**Parks & Recreation - General Fund**

<b>Division</b>	<b>Desc</b>	<b>Ongoing</b>	<b>One-Time</b>	<b>Total</b>
Recreation	Payroll Increase	\$ 21,623	\$ -	\$ 21,623
Parks & Properties	Payroll Increase	\$ 10,338	\$ -	\$ 10,338
Recreation	Contractual for repairs, outdoor classes, etc.	\$ 10,000	\$ -	\$ 10,000
Recreation	Increase Part-Time Hours	\$ 5,967		
Parks & Properties	Contribution to Fleet Fund	\$ 4,416	\$ -	\$ 4,416
Parks & Properties	Landscaping for Fire Station 3	\$ -	\$ 2,500	\$ 2,500
Recreation	replace Chairs and Tables	\$ 2,000	\$ -	\$ 2,000
Recreation	Uniforms	\$ 2,000	\$ -	\$ 2,000
Parks & Properties	maintenance/repairs	\$ 1,500	\$ -	\$ 1,500
Recreation	Seminars	\$ 1,500	\$ -	\$ 1,500
Recreation	Travel (in conjunction with Seminars)	\$ 1,500	\$ -	\$ 1,500
Parks & Properties	safety products	\$ 1,100	\$ -	\$ 1,100
Recreation	Rent Copier	\$ 1,100	\$ -	\$ 1,100
Recreation	Office Supplies	\$ 1,000	\$ -	\$ 1,000
Recreation	Vehicle repairs and equipment	\$ 850	\$ -	\$ 850
Recreation	First Aid Materials	\$ 500	\$ -	\$ 500
		<u>\$ 65,394</u>	<u>\$ 2,500</u>	<u>\$ 61,927</u>

**Parks & Recreation - Heritage Parks Events Fund**

First Monday	Increase Part-Time Hours	\$ 5,967	\$ -	\$ 5,967
First Monday	Payroll Increase	\$ 1,953	\$ -	\$ 1,953
First Monday	Uniform Signs For Events	\$ 500	\$ -	\$ 500
First Monday	Two New Copiers Per Month For More Printing	\$ 300	\$ -	\$ 300
First Monday	Drug Testing	\$ 150	\$ -	\$ 150
		<u>\$ 8,870</u>	<u>\$ -</u>	<u>\$ 8,870</u>

## Decision Packages (cont.)

### Parks & Recreation - Chandor Gardens Fund

Division	Desc	Ongoing	One-Time	Total
Chandor Gardens	Silver Garden Pergola Reconstruction	\$ -	\$ 15,700	\$ 15,700
Chandor Gardens	Repairs to Garden	\$ 15,000	\$ -	\$ 15,000
Chandor Gardens	Horticulture	\$ 8,500	\$ -	\$ 8,500
Chandor Gardens	Repair and refinish wood floors at Chandor	\$ -	\$ 6,500	\$ 6,500
Chandor Gardens	Chandor Gardens Great Room Archway Restoration	\$ -	\$ 5,000	\$ 5,000
Chandor Gardens	Payroll Increase	\$ 4,497	\$ -	\$ 4,497
Chandor Gardens	Maintainence of trees	\$ 3,000	\$ -	\$ 3,000
Chandor Gardens	Need better irrigation	\$ 2,500	\$ -	\$ 2,500
Chandor Gardens	Equipment maintenance insufficient	\$ 500	\$ -	\$ 500
		\$ 33,997	\$ 27,200	\$ 61,197

### Parks & Recreation - Hotel/Motel Fund

Special Events	Increase transfer to Chandor Gardens	\$ 33,997	\$ 34,200	\$ 68,197
		\$ 33,997	\$ 34,200	\$ 68,197
Total Parks & Recreation		\$ 142,259	\$ 63,900	\$ 200,192

### Planning & Development/Code - General Fund

Division	Desc	Ongoing	One-Time	Total
Planning & Development	10 Additional TrakIt Licenses	\$ -	\$ 20,000	\$ 20,000
Planning & Development	Payroll Increase	\$ 13,066	\$ -	\$ 13,066
Planning & Development	TrakIt Export	\$ -	\$ 7,500	\$ 7,500
Code Enforcement	Payroll Increase	\$ 2,297	\$ -	\$ 2,297
		\$ 15,363	\$ 27,500	\$ 42,863

### Planning & Development/Code - Hotel/Motel Fund

Main Street	Bankhead Celebration	\$ -	\$ 22,000	\$ 22,000
Main Street	Payroll Increase	\$ 1,033	\$ -	\$ 1,033
		\$ 1,033	\$ 22,000	\$ 23,033
Total Planning & Development/Code		\$ 16,396	\$ 49,500	\$ 65,896

**Police Department - General Fund**

<b>Division</b>	<b>Desc</b>	<b>Ongoing</b>	<b>One-Time</b>	<b>Total</b>
Police	Payroll Increase	\$ 122,720	\$ -	\$ 122,720
Police	Contribution to Fleet Fund	\$ 118,755	\$ -	\$ 118,755
Police	Retiree Cost	\$ 6,780	\$ 111,230	\$ 118,010
Police	Half of Crime Analyst (mandatory)	\$ 29,693	\$ -	\$ 29,693
Police	Telecomms Certificate Pay	\$ 12,272	\$ -	\$ 12,272
Police	Training (mandatory)	\$ 8,800	\$ -	\$ 8,800
Police	Property Taxes for Vehicle CPUs (mandatory)	\$ 5,000	\$ -	\$ 5,000
		<b>\$ 304,021</b>	<b>\$ 111,230</b>	<b>\$ 415,251</b>

**Transportation/Public Works - General Fund**

<b>Division</b>	<b>Desc</b>	<b>Ongoing</b>	<b>One-Time</b>	<b>Total</b>
Administration	One-time Salary	\$ -	\$ 62,000	\$ 62,000
Street Maintenance	Retiree Cost	\$ 6,780	\$ 45,385	\$ 52,165
Street Maintenance	Contribution to Fleet Fund	\$ 46,734	\$ -	\$ 46,734
Street Maintenance	Two Summer Traffic Maintenance Workers	\$ 22,807	\$ -	\$ 22,807
Street Maintenance	concrete prices	\$ 20,000	\$ -	\$ 20,000
Street Maintenance	pavement markings (use thermo-plastic instead of paint)	\$ 20,000	\$ -	\$ 20,000
Street Maintenance	Traffic Sign Plotter	\$ -	\$ 16,671	\$ 16,671
Street Maintenance	Payroll Increase	\$ 12,526	\$ -	\$ 12,526
Administration	Payroll Increase	\$ 6,404	\$ -	\$ 6,404
Field Services	Payroll Increase	\$ 1,970	\$ -	\$ 1,970
Traffic	Payroll Increase	\$ 1,686	\$ -	\$ 1,686
		<b>\$ 138,908</b>	<b>\$ 124,056</b>	<b>\$ 262,964</b>
<b>Total General Fund</b>		<b>\$ 1,799,123</b>	<b>\$ 1,562,847</b>	<b>\$ 3,356,003</b>
<b>Total Chandor Gardens Fund</b>		<b>\$ 33,997</b>	<b>\$ 27,200</b>	<b>\$ 61,197</b>
<b>Total Hotel/Motel Fund</b>		<b>\$ 35,030</b>	<b>\$ 56,200</b>	<b>\$ 91,230</b>
<b>Total Heritage Park Events Fund</b>		<b>\$ 8,870</b>	<b>\$ -</b>	<b>\$ 8,870</b>